# Operational Policies and Guidelines Manual

For

Watkins College Of Art, Design & Film

## **EQUAL EMPLOYMENT OPPORTUNITY – POLICY # 1.1**

## **POLICY:**

Watkins College of Arts, Design & Film, originally known as Watkins Institute, was founded, and accepted by the State of Tennessee in trust, on the principle of providing unique educational services to this community. In this same spirit, Watkins provides equal employment opportunities to employees and applicants for employment. No person will be discriminated against because of race, religion, martial status, color, sex, age, national origin, veteran status, disability, or sexual orientation.

Watkins also expressly prohibits any form of employment harassment, based on race, color, religion, sex, national origin, age, disability, sexual orientation, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. Improper interference with the ability of Watkins' employees to perform their expected job duties is not tolerated.

Each person is judged on his/her own merit in determining employment and advancement opportunities. This commitment to provide equal opportunity encompasses all phases of employment including recruitment, selection, classification, promotion, demotion, and selection for training.

## **PROCEDURES:**

- 1. All salaries, wages, other compensation, insurance programs, pension, retirement programs, and all other benefits or privileges of employment will be administered in conformity with this guideline.
- 2. The spirit of this guideline applies also to persons served by Watkins, to membership on the governing board, and to all committees and other volunteers.
- 3. A specific administrative officer has been appointed as coordinator for the College in its efforts to prohibit the mistreatment of employees. In this capacity, she will review and monitor compliance with Title VI and Title VII (as amended) of the 1964 Civil Rights Act and Title IX of the Education Amendments of 1972. Any violations or suspected violations of this guideline should be reported to the coordinator or to the President.

## **RECRUITMENT AND HIRING – POLICY #1.2**

## **POLICY:**

Every effort is made to hire employees for jobs that make the best use of their abilities and in which they will be able to be highly productive while achieving personal satisfaction on the job. Watkins is an equal opportunity employer. Individuals are hired solely upon the basis of their qualifications for the job and their ability to work effectively with others to do the job for which they have applied.

#### **PROCEDURES:**

- 1. Job openings are announced to employees and to the public concurrently.
- 2. The President or his designee is responsible for conducting initial interviews, coordinating interviews with staff and/or volunteers, and securing reference checks on each final candidate.
- 3. Selection will be based on a final comprehensive evaluation of applicants. The best-qualified applicant, who has the attributes necessary to become a productive employee, will be selected.
- 4. Each new employee will receive a hire letter detailing important aspects of his or her position. The form for the letter follows this guideline:

Date

Inside Address Inside Address

Dear :

It is a pleasure for me to confirm your employment at Watkins College of Art, Design & Film in a full-time position as the (job title). You report directly to (name of the supervisor). Your beginning date of employment will be (date). This is a salaried (staff/faculty) position with a bi-monthly salary of \$\_\_\_\_\_\_\_.\* All new employees are employed on a probationary basis and are evaluated in writing by their supervisors at the end of the probationary period (generally three to six months following employment). After the probationary period, all Watkins employees are evaluated in writing annually by their supervisors.

Employment benefits are as follows:

Health and dental insurance as determined and funded annually by the College (employees may elect additional insurance programs at their own cost; see fliers in the Business Office). Specific health and dental insurance programs provided by the College may change from year to year.

Vacation and sick days accruing as described in the Watkins operational guidelines and policies manual for full-time employees (10 days per year for the first 3 years), plus the following additional paid days off: Labor Day, Thanksgiving Thursday and Friday, Winter Break (approximately two weeks in late December and early January), Martin Luther King Day, Presidents' Day (which may be celebrated on the previous Friday), Memorial Day, Fourth of July, one "floating" holiday during spring break, and the employee's birthday. Other forms of leave are described in the manual.

Eligibility to participate in the Watkins' 403b retirement program as determined and funded annually by Watkins College. Currently, Watkins will match up to 6% of an employees annual salary that is contributed to the 403b Plan after one year of employment at WCAD or at a previous qualifying institution. An employee who doesn't yet qualify for the match may still make contributions to the plan. The program may change from year to year.

Tuition waiver for the employee or one of his or her immediate family members (one class per semester if space is available)

All employees are required regularly to read the Watkins Operational Guidelines and Policies Manual. You will have daily access to the manual on the G drive on our computer network.

I look forward to having you become a part of the Watkins family.

Cordially,

Name Title

Cc: Ellen L. Meyer Mary Ellen Lothamer

I accept your offer of employment and acknowledge receiving information on accessing the Operations Guidelines Manual. I understand that my employment is at will and that either you or I can terminate my employment at any time, for any reason. No oral commitments have been made concerning my employment.

Signature:	Date:
Signature:	Date.

Salaries are determined annually based on the institution's financial capabilities and anticipated revenue. No Watkins' officer, administrator, or department chair may bind the college to a salary increase except as such increases are approved each year by the Board of Trustees and approved in writing by the College president.

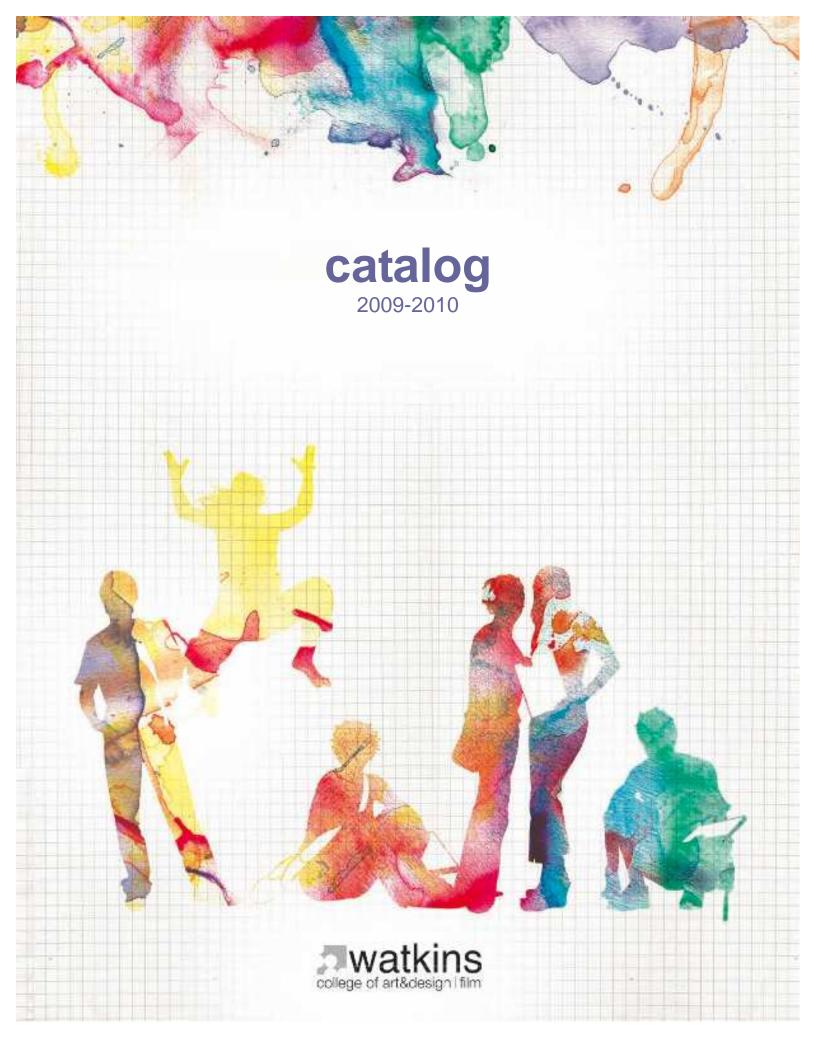
## GRIEVANCE PROCEDURES – Guideline # 1.11

#### **GUIDELINE:**

Employees are encouraged to express their concerns about serious work-related issues. Under normal circumstances, supervisors and administrative officials should address those concerns and resolve them if possible. Employees, however, will also be provided an opportunity to present their concerns and appeal, if necessary, the decisions for resolving those concerns through a formal grievance procedure. All formal grievances will be addressed promptly.

## **PROCEDURES:**

- 1. A grievance is defined as an employee's formal communication of dissatisfaction concerning conditions of employment or treatment by supervisors, administrators, students, vendors, visitors, other employees, or others associated with Watkins and how those conditions or treatments have been addressed. Grievances must be submitted in writing and in sufficient detail. Examples of actions that may be causes of grievances include:
  - Application of Watkins' policies, guidelines, practices, rules, regulations, and procedures in a way that is believed to be to the unique and unfair detriment of an employee;
  - Treatment considered unfair by an employee, such as coercion, reprisal, sexual harassment, or workplace intimidation;
  - Discrimination because of race, religion, marital status, color, sex, age, religion, national origin, veteran status, disability, or sexual orientation.
  - Improper or unfair administration of employee benefits or conditions of employment such as benefits, promotions, retirement, performance reviews, or salary.
- 2. Employees should use this Grievance Procedure to address serious issues. In any case, employees will not be penalized for using the procedure. Supervisors are responsible for processing the grievance until the employee is satisfied with the level of review or until the employee's right of appeal is exhausted.
- 3. The following steps outline the Grievance Procedures:
  - The employee brings a work-related problem to the attention of his/her supervisor. The supervisor is responsible for investigating the problem, attempting to resolve the problem, and communicating a decision to the employee within a reasonable time.



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## A Letter from the President



If you are reading this catalog, you already have a passionate commitment to art. At Watkins College of Art, Design & Film, we understand that commitment. It is our goal to provide a stimulating, supportive and well-equipped environment for the education of artists, designers and filmmakers.

One philosophy prevails — Watkins is about the student.

As an institution, we are first and foremost a community dedicated to the support and success of our students. Toward that end, we combine intensive studio work with a liberal arts education, and we promote the cross-pollination of ideas. You will be encouraged to explore your creative powers in fields ranging from fine arts, photography and graphic design to film and interior design. You will interact on a day-to-day basis with award-winning faculty who are practicing professionals and scholars, and you will have access to numerous opportunities including visiting artists' lectures, focused workshops and exhibiting your work.

Offering four-year Bachelor of Fine Arts and Bachelor of Arts degrees, Watkins provides an environment that is truly diverse in its perspective and programming. From its student body — representing many states and countries — to an innovative curriculum and the most up-to-date equipment, the College fosters creative excellence. As a major cultural force in Nashville, Watkins also connects student talent to community needs, providing an avenue through which students solve real-world art and design issues.

This catalog describes our mission, educational programs, faculty, student life, facilities and academic policies. It will guide you as you develop your plans for the next four years, from foundational studies to studio work in your major and from internships to graduation and beyond.

It is a great time to be a student at Watkins, and Watkins is a great place for a student to be.

Ellen L. Meyer

Ellen J. Meyer

## **Our Mission**



Watkins College of Art, Design & Film offers a studio-based curriculum, supported by a strong academic foundation. The faculty and staff are committed to a learning-centered environment that challenges the student to engage the mind, train the eye and cultivate talent and skill into an active realization of creative potential.

## Commitment and Purpose

The College Mission represents a commitment by the entire Watkins academic community of students, faculty, and staff to join together in the pursuit of academic and artistic excellence through four objectives:

## A Learning-Centered Environment

The focus of the institution is on educational outcomes. Based on ongoing assessment of student learning, the institution is dedicated to improving programs, curricula, and instruction.

## Engage the Mind

Watkins students demonstrate critical, analytical thinking skills. The General Education program and the academic major programs combine to enable and enhance every student's ability to think critically and analytically.

## Train the Eye

Watkins students understand and are able to apply the basic fundamentals and principles of the visual arts. The Visual Arts Core component of the General Education program, the five BFA programs, and the BA in Art program combine to insure that every student demonstrates proficiency in basic visual arts concepts and applications.

## Cultivate Talent and Skill into an Active Realization of Creative Potential

Students who graduate from Watkins are prepared to lead productive lives as artists, designers, photographers, or filmmakers.

# **About Watkins College of Art & Design**



## Legacy

Founded in 1885 as Watkins Institute, Watkins College of Art, Design & Film today is an independent, not-for-profit, four-year undergraduate institution of higher education offering bachelor-level degrees and certificate programs in the visual arts. In addition to the undergraduate college, Watkins continues its century-old tradition of providing cultural and educational outreach programs to the middle Tennessee community. Although operating as a free-standing institution, Watkins is held in trust by the State of Tennessee. It is governed by three commissioners appointed by the Governor of Tennessee and by a Board of Trustees. The Governor and Attorney General of Tennessee are *ex officio* members of the Board of Trustees. As one of the oldest institutions of its kind in the Nation and having served more than 350,000 men, women, and children in its long history, Watkins is an historic Nashville treasure.

## Academic Programs

All degree-seeking students at Watkins complete a core of required and elective courses in the General Education program. Consisting of a diverse series of courses in humanities, arts, and sciences, the General Education program insures that students develop skills as writers, speakers, and thinkers and gives them a broad understanding of the major cultural and intellectual traditions in world civilizations. In addition, the General Education program provides a series of fundamental courses in the visual arts designed to give students the foundation they need to pursue a major leading to the Bachelor of Fine Arts degree or to the Bachelor of Arts degree in Art. BFA degree-seeking students may elect to major in filmmaking, fine arts, graphic design, interior design, or photography. For students entering Watkins already holding the bachelor's degree and wishing to become professional filmmakers, a Certificate Program in film is offered. Enrollment in the AFA program terminated as of Spring 2008. Students enrolled in the AFA program are required to complete the program by December 2010 or change to the BFA program.

## The Watkins Community

Students, faculty, and staff form a very special, intimate, and supportive community at Watkins, all dedicated to excellence in the visual arts. Open and free communication is encouraged. Members of the community respect each other and treat each other with kindness and dignity. Conflict is resolved in a direct, fair, and sensitive manner. Abusive and intimidating communication and behavior are not permitted. Freedom of expression and academic honesty are core values throughout the institution. Diversity is valued; differences in perspective, life style, and philosophy are respected. Watkins College of Art, Design & Film makes no distinction in its employment, contracting, or admissions policies or procedures, including the awarding of scholarships and other forms of

financial assistance, on the basis of age, sex, religion, race, color, sexual orientation, national origin, or disability. Watkins welcomes students, faculty, and staff of all ages, ethnicities, and cultures. Students come from across the nation and from a small but growing number of international countries. Every effort is made to create for students a safe and secure learning and living environment. Throughout its long history, Watkins has never experienced a crime of violence.

## Faculty and Facilities

Approximately fifty full-time and part-time faculty serve the four hundred students who form the Watkins community. Instructors have appropriate graduate credentials as a prerequisite for appointment to the faculty. In addition, those who teach studio courses have impressive backgrounds as professional artists, designers, or filmmakers. Visual arts foundation courses and the great majority of courses in each major are taught in very small classes in one of the institution's twenty-seven studios. Studios have state-of-the art electronic, instructional, and creative equipment. In addition, the College has two galleries and other dedicated spaces for student exhibitions, a number of traditional classrooms, a 200-seat theatre for films and workshops, computer labs, and a library with an outstanding art and design collection, including hundreds of classic and special films and more than 30,000 digitized art images.

## Accreditations and Affiliations

Watkins College of Art, Design & Film is an accredited institutional member of the National Association of Schools of Art and Design (NASAD). Information regarding NASAD standards may be obtained from the National Association of Schools of Art and Design, 11250 Roger Bacon Drive, Suite 21, Reston Virginia 20190-5248; by telephone at (703) 437-0700; or online at http://nasad.arts-accredit.org.

The Bachelor of Fine Arts degree in Interior Design is accredited by the Council for Interior Design Accreditation (CIDA), formerly known as the Foundation for Interior Design Education Research (FIDER). Information regarding CIDA standards may be obtained from the Council for Interior Design Accreditation, 146 Monroe Center NW, Suite 13118, Grand Rapids Michigan 49503; by telephone at 616.458.0400; or online at <a href="http://www.accredit-id.org">http://www.accredit-id.org</a>.

Watkins College of Art, Design & Film has been designated as a major cultural institution by local and state arts agencies and receives funding from the National Endowment for the Arts (NEA), the Tennessee Arts Commission (TAC), and the Metro Nashville Arts Commission (MNAC).

Watkins is authorized to offer undergraduate college degrees by the Tennessee Higher Education Commission (THEC). Held in trust by the State of Tennessee, Watkins is also the recipient of direct state funding through periodic acts of the General Assembly of Tennessee.

Watkins College of Art, Design & Film is a Candidate for accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC). Information regarding SACS standards may be obtained from the Commission on Colleges, Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097; by telephone at (404) 679-4500; or online at <a href="http://www.sacscoc.org">http://www.sacscoc.org</a>.

## **Campus Housing**

Watkins operates on a thirteen-acre campus in a beautiful lakeside setting in the MetroCenter area of Nashville. In addition to its academic facilities, Watkins offers a limited number of spaces in new campus housing. The first housing complex, opened in Fall 2006, is organized in apartment fashion. Each of the twelve four-bedroom units provides many amenities including high-speed Internet, complete kitchen and laundry facilities, and bedroom and living room furniture. The second complex opened for occupancy in Fall 2008, and additional housing units are scheduled for construction in the near future. For information on housing, contact the Director of Student Life at 615.383.4848.

## **Campus Visitation**

The Office of Admissions conducts tours of the campus and provides information and other services to prospective students. Campus visits may be scheduled by contacting the Office of Admissions at 615.383.4848 or at 866.887.6395.

## Financial Aid

Watkins strives to keep its tuition affordable. Currently, its tuition is among the lowest of any NASAD-accredited art and design college in the nation. Nevertheless, many students need financial aid to cover the costs of tuition, fees, and living expenses. Watkins participates in many financial aid and scholarship programs so that the majority of students at the College receive some form of financial assistance. Watkins participates in a number of major Federal grant and loan programs. The College also participates in several state need-based and merit-based financial assistance programs, including the Tennessee Educational Lottery Scholarship Program. Finally, Watkins has its own campus-based scholarship, grant, and work-study programs. Prospective students interested in any of these assistance programs should contact the Director of Financial Aid at 615.383.4848.

#### WCAD Commissioners

Brownlee O. Currey, Jr. Walter G. Knestrick Susan A. Basham

## Chairman of the Board of Trustees

Samuel E. Stumpf, Jr.

#### Administrative Officers and Staff

Ellen Meyer, President John M Sullivan, Vice President for Academic Affairs and Dean of the Faculty Mary Ellen Lothamer, Vice President for Finance and Administration (CFO) Cathy Snyder, Vice President for Institutional Advancement

Linda Schwab, Director of Admissions Vacant, Director of Student Life Regina Gilbert, Director of Financial Aid Linda Kozin, Registrar Rebecca Berrios, Director of Community Education and Enrichment

Steve Womack, Chair of the Watkins Film School
Terry Thacker, Chair of the Department of Fine Arts
Michael Niblett, Chair of the Department of Graphic Design
Jennifer Overstreet, Chair of the Department of Interior Design
Robin Paris, Interim Chair of the Department of Photography
Cary Beth Miller, Director of General Education and the BA Program

Chris McQuistion, Director of Information Technology and Equipment Services Shawndell Miller, Financial Associate Dwayne Breeding, Financial Associate Vacant, Director of Assessment Lisa Williams, Interim Library Director Christy Bell, Assistant Director of Development and External Affairs Iwonka Waskowski, Career Services Coordinator

Charly Fallon, Director of Facilities Ken Nakamura, Front Desk Security and Day Manager

# Music City, USA



Although known internationally as the center of traditional American music, Nashville has an exploding arts scene and continues to be a major cultural center in the southern region. Full of energy and vitality, the city hosts everything from world-class museums to professional sports teams. Music of all kinds abounds. Artists, songwriters, studio musicians, designers, filmmakers, over 150 arts organizations, and creative transplants from around the globe have made Nashville their permanent home.

Nashville—situated in the middle of the beautiful, green state of Tennessee—is host to major art organizations such as the Frist Center for the Visual Arts, the Cheekwood Botanical Gardens and Museum of Art, the Nashville Ballet, the Nashville Opera, the Nashville Film Festival (rated by *Movie Maker* magazine as a top-ten festival nationwide), and the Nashville Symphony. Scattered among these major cultural icons are many smaller art galleries luring avant-garde artists to exhibit their work. This capital city is also host to professional football and hockey teams, as well as many colleges and universities and, of course, music venues. A short drive to the east is the majestic Smoky Mountains National Park. To the west of Nashville is the home of the blues and Elvis Presley's Graceland, the lively city of Memphis.

Situated squarely in the center of the active city of Nashville, Watkins College of Art, Design & Film leads the region in producing emerging artists, designers, photographers, and filmmakers. The city and the entire mid-state area are experiencing astounding economic and population growth as a national leader in publishing, recording, insurance, filmmaking, education, and health care. Numerous publications have listed Nashville as a top choice for business development and relocation. These factors contribute to the incredible opportunities available for Watkins students, both for internships and for career employment in the visual arts. Nashville is a large city with small-town comfort. So many of the people who come to Nashville as visitors make the decision to stay as residents.

# Academic Calendar



Fall 2009		
August 15	Housing Reopens New Student Move-In	
August 16	College Opens	
August 17	Orientation for New Students	
August 17 - 18	New Student Registration	
August 19	Late Registration	100% Refund Period Ends for Fall Classes
August 19 - September 2	Drop/Add Period	
August 20 (Thursday)	Classes Begin	
August 20 - 25		75% Refund Period
August 26 - 28		50% Refund Period
August 31 - September 2		25% Refund Period
September 2	Last Day to Drop/Add	
September 2	Last Day to Change Class Enrollment Type	
September 3	Begin Withdrawal Period	No Refunds
September 3	Census Day	
September 7	Closed, Labor Day	
September 10	Last Day to Apply for Fall Graduation	
October 5 - 9	Mid-Term Evaluation Week	
October 12	Mid-Term Grades Due	
October 15 - 16	Fall Break	
November 2 - 6	Advising/Registration Week	
November 13	Last Day to Withdraw	
November 25 - 27	No classes	
November 26	Closed, Thanksgiving Day	
December 7	Last Day to Request Incomplete	
December 11 (Friday)	Classes End	
December 15	Final Grades Due	
December 19 - Jan 9	College Closed, Winter Break (Housing Reopens January 9)	

Spring 2010		
January 4	College Reopens	
January 9	Housing Reopens New Student Move-In	
January 11	Orientation	
January 11-12	New Student Registration	
January 13	Late Registration	100% Refund Period Ends for Fall Classes
January 13 - 27	Drop/Add Period	
January 14 (Thursday)	Classes Begin	
January 14 - 19		75% Refund Period
January 18	No classes, MLK Holiday	
January 20 - 22		50% Refund Period
January 25 - 27		25% Refund Period
January 27	Last Day to Drop/Add	
January 27	Last Day to Change Class Enrollment Type	
January 28	Begin Withdrawal Period	No Refunds
January 28	Census Day	
February 4	Last Day to Apply for Spring Graduation	
February 12 (Friday)	No classes, President's Day	
March 1 - 5	Mid-Term Evaluation Week	
March 10	Mid-Term Grades Due	
March 15 - 19	Spring Break	
March 29 - April 1	Advising/Registration Week	Fall, Maymester, & Summer
April 19	Last Day to Withdraw	
April 30	Last Day to Request Incomplete	
May 7 (Friday)	Classes End	
May 11	Housing Closes @ 2pm	
May 11	Final Grades Due	

Maymester 2010		
May 11		100% Refund Period Ends for Maymester Classes
May 12 (Wednesday)	Classes Begin	75% Refund Period
May 12	Maymester Late Registration Day	
May 12 - 14	Drop/Add Period	
May 13		50% Refund Period
May 14	Last Day to Drop/Add	25% Refund Period
May 14	Last Day to Change Class Enrollment Type	
May 15	Commencement	
May 17	Begin Withdrawal Period	No Refunds
May 17	Census Day	
May 21	Mid-Term Grades Due	
May 28	Last Day to Withdraw	
May 28	Last Day to Request Incomplete	
May 31	Closed, Memorial Day	
June 2 (Wednesday)	Classes End	
June 4	Final Grades Due	

Summer 2010		
June 4		100% Refund Period Ends for Summer Classes
June 7 (Monday)	Classes Begin	
June 7	Summer Late Registration Day	
June 7 - 9		75% Refund Period
June 7 - 17	Drop/Add Period	
June 10 - 14		50% Refund Period
June 14 - 16		25% Refund Period
June 16	Last Day to Drop/Add	
June 16	Last Day to Change Class Enrollment Type	
June 17	Begin Withdrawal Period	No Refunds
June 17	Census Day	
June 23	Last Day to Apply for Summer Graduation	
June 23 - 29	Mid-Term Evaluation Week	
July 1	Mid-Term Grades Due	
July 5	Closed, Independence Day	
July 20	Last Day to Withdraw	
July 20	Last Day to Request Incomplete	
July 27 (Tuesday)	Classes End	
July 29	Final Grades Due	

## **Department of Film**



#### Mission

Students of the Watkins College of Art, Design & Film will specialize in one of the five concentrated areas of filmmaking, while developing competency in the entire filmmaking process, which includes story structure, cinematic language, production, and film business. Graduates will possess a general understanding of film and will have created a body of work that demonstrates that they are prepared to enter a career in filmmaking.

## The Program

Watkins College of Art, Design & Film distinguishable by its film curriculum, explores the artistic, technical, and business aspects of independent filmmaking. With a focus on dramatic narrative film, Watkins helps students find their personal voice and style and helps them incorporate these factors into their narrative work.

All film students take film courses their first year of study and begin production within their second year, depending on their program of study. Production courses are small, allowing for faculty mentoring and advising, and close collaboration with colleagues.

The Watkins College of Art, Design & Film offers the Bachelor of Fine Arts Degree (BFA) in Film with concentrations in Producing, Directing, Screenwriting, Cinematography, and Editing. In addition to the film curriculum, students are required to complete a Visual Arts Core of studies and a General Education Core, designed to create a program for a well-rounded filmmaker and visual artist.

The Certificate program exists for those who already hold a bachelor's degree or have substantial professional experience in the media arts. Students are required to take a film foundation, and then may choose electives in the areas of Producing, Screenwriting, Directing, Cinematography and Editing. Those applicants lacking an undergraduate degree must have approval from the Film Chair to be admitted into the program.

## Faculty

Steven Womack (1995) – Professor and Chair – BA English Honors (1974) Tulane University; MFA English and Writing (2003) Long Island University

Van Flesher (2002) – Professor – BA English (1988) Marshall University; MA English (1990) Marshall University; MFA Motion Picture, Television, and Recording Arts (1992) Florida State University

Valorie Stover (1995) – Professor – BA English Education (1985) University of Central Florida; MFA Motion Picture, Television, and Recording Arts (1992) Florida State University

Andrew Newell (2000) – Associate Professor – BA History (1988) College of William and Mary; MFA Motion Picture, Television, and Recording Arts (1992) Florida State University

Robert Gordon (2009) – Associate Professor

Sean Miller (2008) – Assistant Professor and Film School Operations Manager – BS Recording Industry, Production and Technology (2004) Middle Tennessee State University; MAH Film and Performance (2007) State University of New York at Buffalo

The Watkins College of Art, Design & Film has attracted notable professionals to teach and guest lecture. Special guests have included producer Frank Capra, Jr., producer Wallis Nicita, director/screenwriter Joan Tewkesbury, Academy Award-winning actress Talia Shire, director Richard Colla, Academy Award-winning director Delbert Mann, Golden Globe winner Chris Zarpas, actor James Cromwell, and actor Patrick Bergin.

## Curriculum

Bachelor of Fine Arts in Film		120 Credit Hours	
<u>Visua</u>	ıl Arts	Core Requirements	12 Credit Hours
ART	161	2-D Design/Color Fundamentals	3
ART	162	Drawing I	3
		3-D Design	3
ART	164	4-D Design (Time Based Media)	3
		Elective Explorations	6 Credit Hours
		Photography I	3
Visua	I Art E	lective	3
	Found	ation	48 Credit Hours
FLM	103		3
		Tech I	3
FLM	201	The Early Development of Cinema	3
	202		3
	204	•	3 3
		Film Production I	3
		Film Production II	3
		Directing Workshop	3 3
FLM	291	Introduction to Editing	
	292		3
		Portfolio Review	0
		Production Fundamentals	3
		Film Production III	6
		Cinematography I	3
FLM	432	Writing the Short Screenplay	3
FLM	451	Film Industry, Business & Finance	3
		ucation Core Requirements	30 Credit Hours
		Anthropology	3
		Art History Survey I	3
ART	102	Art History Survey II	3
COM		Fundamentals of Speech Communication	3
ENG	101	English Composition I	3
ENG	102	English Composition II	3
HIS	101	History of World Civilization I	3
HIS	102	History of World Civilization II	3
MAT		Mathematics for Visual Arts (or test out)	3
SCI	310	History of Scientific Thought	3
<u>Gene</u>	ral Ed	ucation Elective Explorations	9 Credit Hours
Gene	ral Edi	ucation Electives	9

## (BFA in Film Curriculum, continued)

Film (	Concer	15 Credit Hours	
Cinen	natogra	anhv	
FLM FLM	371 410 412	Advanced Cinematography Film Production IVA/Senior Seminar	3 3 3 6
Direc	ting		
FLM FLM	262 362 410 412	Acting for Directors Advanced Directing Film Production IVA/Senior Seminar Film Production IVB/Senior Seminar	3 3 3 3 3
Editin FLM FLM FLM FLM Electiv	290 391 490 491	Sound Design The Craft of Film Editing Advanced Editing Final Edit/Senior Seminar	3 3 3 3 3
Produ FLM FLM FLM Electiv	410 412 431	Film Production IVA/Senior Seminar Film Production IVB/Senior Seminar Advanced Screenwriting	3 3 3 6
Scree FLM FLM Electiv	431	ng Advanced Screenwriting Screenwriting Workshop/Senior Seminar	3 3 9
Total	Hours		120 Credit Hours

## Plan of Study \*

Bachelor of Fine Arts in Film

## **First Year**

ART 101 Art History Survey I ENG 101 English Composition

ART 161 2-D Design/Color Fundamentals

ART 162 Drawing I ART 163 3-D Design (15 Credit Hours) ART 102 Art History Survey II ENG 102 English Composition II

ART 164 4-D Design

FLM 103 Elements of Film Art

FLM 112 Tech I (15 Credit Hours)

## **Second Year**

COM 220 Fundamentals of Speech Comm FLM 201 The Early Development of Cinema FLM 204 Introduction to Screenwriting FLM 210 Film Production I FLM 261 Directing Workshop

(15 Credit Hours)

MAT 101 Mathematics for Visual Arts FLM 202 Modern International Cinema

PHO 121 Photography I FLM 211 Production II

FLM 291 Introduction to Editing FLM 299 Portfolio Review

(15 Credit Hours)

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## **Third Year**

HIS 101 History of World Civilization I FLM 301 Production Fundamentals General Education Elective FLM 432 Writing the Short Screenplay FLM 292 Sound Post (15 Credit Hours) Visual Art History Elective FLM 310 Film Production III HIS 102 History of World Civilization II FLM 370 Cinematography I

(15 Credit Hours)

#### **Fourth Year**

General Education Elective
SCI 310 History of Scientific Thought
FLM 451 Film Industry, Business, & Finance
Concentration/Film Elective
Concentration/Film Elective
(15 Credit Hours)

General Education Elective ANT 101 Anthropology Concentration/Film Elective Concentration/Film Elective Concentration/Film Elective (15 Credit Hours)

(Visual arts or General Education and some Film elective courses may be taken over the summer.)

\* Although this Plan of Study describes a 4-year completion schedule, full-time students who work while attending the institution, or who for various reasons cannot manage a 15-credit-hours-per-semester workload may alternatively plan to complete the degree program in 4-1/2 or 5 years. A majority of WCAD students have historically made the decision to complete their Plan of Study in 5 years. Since Watkins charges tuition by the credit hour rather than by the semester, the total cost of tuition remains the same regardless of whether the student completes the BFA in 4, 4-1/2, or 5 years.

## Curriculum

Film Certificate Program	45 credit hours
T III II OGUUGAG T TOOTAITI	<b>7</b> 0 0 601 11001 3

Film Foundation (required for all certificates)			27 Credit Hours
FLM	103	Elements of Film Art	3
FLM	112	Tech I	3
FLM	201	The Early Development of Cinema	3
FLM	202	Modern International Cinema	3
FLM	204	Introduction to Screenwriting	3
FLM	210	Film Production I	3
FLM	211	Film Production II	3
FLM	261	Directing Workshop	3
FLM	291	Introduction to Editing	3
Film Electives			18 Credit Hours
Total Hours			45 Credit Hours

## Plan of Study

Film Certificate Program

## **First Year**

FLM 103 Elements of Film Art FLM 202 Modern International Cinema FLM 112 Tech I FLM 210 Film Production I FLM 201 The Early Development of Cinema FLM 291 Introduction to Editing FLM 204 Introduction to Screenwriting Film Elective FLM 261 Directing Workshop Film Elective

(15 Credit Hours)

## **Second Year**

FLM 211 Film Production II

Film Elective

Film Elective

Film Elective

Film Elective

(15 Credit Hours)

(15 Credit Hours)

## Film Course Descriptions

(Prerequisites are shown in parentheses and may vary for Certificate students. Please note where classes should be taken concurrently.)

#### **FLM 103**

## Elements of Film Art

Lecture, 3 Credit Hours

An overview of the narrative filmmaking process comprised of lecture sessions exploring the different crafts, simple techniques, and tools of filmmaking. This course prepares the student for the collaborative filmmaking process and Production I. Required for Film Majors; may be taken for credit in other majors. (concurrently taken with ENG 101, PHO 121)

## **FLM 112**

#### Tech I

Studio, 3 Credit Hours

Hands-on introduction to beginning camera, sound, lighting, and editing. Students are introduced to the team approach to filmmaking, a key element of the film production course sequence.

Required for Film Majors.

(FLM 103, PHO 121)

#### **FLM 201**

## The Early Development of Cinema

Lecture, 3 Credit Hours

An historical survey of American and international film and film industries, covering such areas as development of technique, film styles and genres, national cinemas, major directors and film theory from the invention of the motion picture through the early 1940s.

Required for Film Majors; may be taken for credit in other majors.

## **FLM 202**

#### Modern International Cinema

Lecture, 3 Credit Hours

A study of American and international cinema from the early 1940s through the present day.

Required for Film Majors; may be taken for credit in other majors.

#### **FLM 204**

## Introduction to Screenwriting

Studio, 3 Credit Hours

The basics of story structure, character development, dialogue, plot development, and format. Emphasis is on the conflict-driven narrative story. Students write short scripts in preparation for Film Production courses.

Required for Film Majors.

(ENG 102, FLM 103; concurrently taken with FLM 210, 261)

#### Film Production I

Studio, 3 Credit Hours

A hands-on introduction to narrative filmmaking. Students write and prepare to direct and edit projects using the basics of film language and the collaborative art of filmmaking.

Required for Film Majors.

(ENG 102, FLM 103, 112; concurrently taken with FLM 204, 261, 291)

#### **FLM 211**

## Film Production II

Studio, 3 Credit Hours

Students apply the basics of the filmmaking process by producing and directing their own narrative script. By collaborating with other film students to create a production team, they will take their story concepts from script to a final sync-sound, edited digital project.

Required for Film Majors.

(FLM 210, 299)

#### **FLM 250**

## **Production Design**

Studio, 3 Credit Hours

This course focuses on the production designer's function on motion picture, beginning with the relationship between the designer, director, cinematographer, and producer. Students learn basic design techniques and practice designing sets that successfully interpret a director's cinematic vision.

## **FLM 261**

## Directing Workshop

Studio, 3 Credit Hours

An introductory course designed to provide an understanding and hands-on experience in the most commonly used directing languages: the fluid master and shot-by-shot technique. Students will be required to prep scenes and rotate through crew positions. Students will also study basic leadership models and cultivate an appreciation for the importance of teamwork.

Required for Film Majors.

(FLM 103, 112; concurrently taken with FLM 204, 210, 291)

## Acting for Directors

Studio, 3 Credit Hours

By learning how and why actors do what they do, directors can better communicate their vision. Students study basic acting technique and work through a series of exercises that culminate in the performance of scenes and monologues. This course focuses on understanding truthfulness in performance as well as the steps to creating believable characterizations. Students improve their imagination, increase their instincts for honest interaction, and develop a useful vocabulary for communicating with actors. *Film Elective*.

## **FLM 2XX-Series**

## Special Topics in Film

Lecture, 3 Credit Hours

Courses that explore specific areas of filmmaking that may serve as electives for all film concentrations.

Film Elective; may be taken for credit in other majors.

(Prerequisites may vary)

## **FLM 263**

## The Horror Film

From its undead, Old World roots in ancient European folklore and 19th century high culture, to its high Modernist transmigration to the pre-Noir Hollywood of the 1930s; from the atomic mutations of the 1950s to the suburban zombies and Manson Family-esque blood feasts of the 1960s and 1970s; from 80s supersplatter to 21st-century super-remake -- from Hell to Eternity!

## **FLM 270**

## Story Structure in Film Noir

An examination of the unique nature of the film noir protagonist and the distinctive story content of the films of this critical period.

#### **FLM 271**

## Alfred Hitchcock: A Life in Film

This course examines both Hitchcock's early work in Britain through his evolution as one of the most successful Hollywood directors of all time.

## **FLM 272**

## Adaptations and Interpretations

This course seeks to establish in the student's understanding the important relationship between the literary analogues and their cinematic offspring. Through study of scripts, foreign language films, plays, short fiction, novels, biography, reporting, and humor writing, students will discern several principles governing the acts of adaptation and remake.

## **Hollywood Genres**

An overview of Hollywood genres, their significance in the history of cinema, and how the emergence of different genres reflected the ever-changing social and political climate of American society.

#### **FLM 276**

## Issues in Documentary

An overview of the history of documentary film from its origins to present day. It will examine various documentary styles, social and political issues, the significance of the documentary in filmmaking and to our culture, and the subsequent influences documentary style has had on other forms of entertainment.

## **FLM 281**

## The World of Doc and Edutainment

The world of documentary/edutainment style programming and the networks on which they air is considerably different from the world of narrative filmmaking. Do you want to work for or with The Discovery Channel, National Geographic, The Travel Channel, or The History Channel? With documentary-style programming, you not only must be a good filmmaker/writer/videographer, but also, you must be a great journalist as well....constantly digging for information about what makes your subject tick. This class concentrates on the documentary/edutaiment process from concept to completion, including producing a short-form doc/edutainment program during class.

#### **FLM 281**

## History of the American Film Musical

Film musicals have been around since the birth of sound in cinema and have been one of the most popular forms of entertainment. This class will examine the evolution of the American film musical from the 1920s up to the present day. We will look at different categories of musicals (the show musical, the folk musical, the fantasy musical, etc.), examine the generic motifs of film musicals, and discuss how musicals reflected what was going on socially, politically and economically throughout each decade. Screenings, readings, weekly reaction papers, a midterm and final will all be included in the class work.

#### New German Cinema of the 1970's

While the New Hollywood directors like Scorsese and Coppola were brutally reinventing old Hollywood genres, the New German Cinema of the 1970s was reconsidering both the glories of German film culture's Expressionist past, and the political compromises that had left it, by the 1960s, in a state of complete disarray. Rainer Werner Fassbinder, Werner Herzog, Wim Wenders -- these are some of the names. Sex, madness, subversion, Sirk-ian melodrama, and armed revolution -- these are some of the games. Kings of the Road, Even Dwarves Started Small, Fox and his Friends, Ali: Fear Eats the Soul -- these are but a few of the films that revitalized German cinema in the 1970s, and forever changed the rules of film culture for the rest of world.

## **FLM 285**

## American Independent Cinema

The course will examine the term Independent Cinema from a perspective of history, artistry, economy and narrative content. Low budget vs. high art will be discussed, as well as the influence of European Art House Cinema upon American Independent filmmakers. Cinema from the time frame of the 1960's to present day will be covered. Film as a tool of expression for political and social change will be studied, as well as strategies by independent filmmakers for changing the aesthetic, content and moral center of the Hollywood genre.

#### **FLM 286**

#### Introduction to French Film

A historical survey of French film: key movements (Surrealism, Poetic Realism, New Wave, Cinéma du look), filmmakers, and stars. Both short and feature length films will be considered. How can you make a difference, if you're a director/screenwriter/actor/artist interested in social, political, ethnic, class and gender issues?

## **FLM 287**

#### Introduction to French Film

This course provides an understanding of the French New Wave movement (1959-1964...or 1968 [depends on critical definitions]). We'll also discuss how the French New Wave has impacted global cinematic practices, and trace connections to contemporary French (and Francophone) filmmakers who have been influenced by New Wave greats such as Godard, Truffaut, Rivette, Chabrol, Rohmer, Varda.

## History of TV Drama

Students will investigate a view of American life in the 20th century by viewing and discussing the wide range of drama which began on television in the early 1950's with "live" 90 minute original dramas by writers such as Rod Serling ("Patterns", "Requiem for a Heavyweight") and Paddy Chayevsky ("Marty", "A Catered Affair"). From these anthologies students will either revisit or be introduced to seminally popular one hour series such as "The Waltons" and "Family" to ground-breaking franchise ranging from "Hill Street Blues" to "The Wire", from "Marcus Welby MD" to "ER", and from "Law & Order" to "The Sopranos" and beyond.

#### **FLM 289**

## History of TV Drama

This course will use feminist and gender studies criticism to explore representations of women in cinema and the roles women play in film industry production. The course will examine how depictions of female gender fluctuate with social movements, historical periods and popular culture trends. The feminist movement, avant-guard and independent cinema, and film criticism will be investigated. Changes in social attitudes toward race, class and gender, as exemplified by particular films, will be emphasized.

#### **FLM 291**

## Introduction to Editing

Studio, 3 Credit Hours

An overview of the complete post-production process and an introduction to the principles of editing conventions, techniques, and aesthetics. Hands-on editing and additional exercises are designed to provide the opportunity for the student to master the practical, organizational, and analytical skills of editing. Required for Film Majors.

(FLM 103, 112 concurrently taken with FLM 204, 210, 261)

#### **FLM 292**

## **Sound Post**

Studio, 3 Credit Hours

An introduction to post-production sound including the physics of sound, production recording, sound editing (dialogue, effects, music), and mixing with Final Cut Pro. Students are required to have a fine cut of a Production II, III, or IV film ready to be sound edited.

Film Elective.

#### Post-Production Refinements

Studio, 3 Credit Hours

A hands-on applications course outlining the entire audio/video post-production workflow. Students will learn to enhance their film's audio using industry standard Digidesign ProTools and Apple Soundtrack Pro software, as well as learn how to add video effects and titles to their finished film projects using Adobe After Effects and Apple Motion. Students will also study the history of film post-production, including the major technological innovations and their effect on contemporary cinema.

Film Elective

(FLM 291)

#### **FLM 299**

## Portfolio Review

Does Not Earn Academic Credit

Student work in FLM 210 and 211 will be reviewed by the Film Faculty. Student will not be allowed to register for upper level Film School courses until they pass this review. Students must take this course concurrently with FLM 211.

#### **FLM 301**

## **Production Fundamentals**

Studio, 3 Credit Hours

A study of the creative, organizational and managerial aspects of producing a feature film. A step-by-step analysis of each stage of production is provided, including concept development, formulation of production plan, script breakdown, production boarding, budgeting, assembling cast, crew, locations and facilities, and post production. *Required for Film Majors.* 

(FLM 299)

## **FLM 310**

## Film Production III

Studio, 6 Credit Hours

A study of the principles and practices of making a sync-sound 16mm film through the collaborative process of utilizing production teams. Students begin working in their specialization.

Required for Film Majors.

(FLM 301, 332, 370)

#### **FLM 330**

## Advanced Screenwriting

Studio, 3 Credit Hours

Students continue their study of story by concentrating on the feature-length film script. This course takes a more detailed, in-depth approach to dramatic storytelling that involves a study of Campbellian myth and Jungian psychology. Includes a lab. *Film Elective*.

(FLM 204)

## Writing The Short Screenplay

Studio, 3 Credit Hours

A workshop class designed for students who anticipate enrolling in either Film Production III or Film Production IV within one year. This class is designed as a working writers "group", with the goal of the semester being the rewriting, polishing, and final preparation of two scripts appropriate for Film Production IV.

Required for Film Majors.

(FLM 204)

#### **FLM 362**

## Advanced Directing

Studio. 3 Credit Hours

This course focuses on two main areas: directing the actor and cultivating a unique voice. Through scene work, students refine their skills in casting, characterization, script analysis, communication with actors, exploration of the rehearsal process, scene pacing and working in different genres. In addition, students embark upon a detailed study of a mentor director, and research and present the varied elements that comprise that individual's style.

Film Elective.

(FLM 211, 261, 262)

#### **FLM 364**

## Storyboard Design

Studio. 3 Credit Hours

Students learn the various types of storyboards from concept boards to film production sketches. By learning to storyboard shot sequences and camera movement, students learn to communicate their directorial vision.

Film Elective.

(ART 162 or Advisor's approval)

## **FLM 370**

## Cinematography I

Studio, 3 Credit Hours

Explores the creative and technical role of the cinematographer from pre-production to post production. Basics principles of cinematography are examined including filtration, balancing light and color, lens selection, and metering techniques. Students apply these principles in class exercises, and screen and study relevant feature films. *Required for Film Majors.* 

#### **FLM 371**

# Advanced Cinematography

Studio, 3 Credit Hours

An in-depth study of the capturing of a specific look, style or mood for a dramatic narrative script. Students solve both technical and creative problems as they shoot dramatic scenes and explore various film stocks, processing procedures, and techniques.

Film Elective. (FLM 370)

#### **FLM 391**

# The Craft of Film Editing

Studio, 3 Credit Hours

Using 16mm dailies, this course replicates the experience of working in a 35mm professional cutting room. It takes the student from the beginning of post-production through a locked fine cut picture, negative cut list, and dialogue editing. While rotating through different cutting room crew positions, students gain practical, hands-on experience using professional methods and techniques. This course provides students with an understanding of the complete post-production process, enabling them to seek employment in a professional film or film/digital cutting room. *Film Elective*.

(FLM 291)

#### **FLM 392**

# Sound Design

Studio, 3 Credit Hours

Examines the role of the sound designer, editor, and re-recording engineer. Students study and practice the practical and aesthetic aspects of sound design, including Foley, effects, ADR, music editing, and mixing while learning to work on a professional digital workstation.

Film Elective.

(FLM 292, 391 or advisor's approval)

#### **FLM 410**

#### Film Production IV-A

Studio, 3 Credit Hours

Students complete the pre-production phase (story and script development, casting, location scouting, crew, etc.) of their senior final thesis film. Students work on a production team in their area of concentration to create a short 16mm or digital film, maximum length fifteen minutes.

Film Elective.

(FLM 310, all concentration coursework, Advisor approval).

# **FLM 412**

#### Film Production IV-B

Studio, 3 Credit Hours

Students complete principal photography, pick-ups, and all post-production, including rights and clearances, for their senior final thesis film. . Students work on a production team in their area of concentration to create a short 16mm or digital film, maximum length fifteen minutes.

Film Elective.

(FLM 410, all concentration coursework, Advisor approval).

#### **FLM 420**

# Internship I

1.5 Credit Hours

Students apprentice with a professional filmmaker in their area of concentration. May not always be available in every concentration every semester. (Advisor approval)

#### **FLM 421**

# Internship II

1.5 Credit Hours
Continuation of Internship I.
(Advisor approval)

#### **FLM 430**

# Writing For Television

Studio, 3 Credit Hours

The special requirements and needs of television as a medium are explored, including formatting, style, and business practices. Students study both episodic television and long-form TV (movie-of-week).

Film Elective.

(FLM 204)

#### **FLM 431**

# Screenwriting Workshop

Studio, 3 Credit Hours

In the culmination of screenwriting study, students write, read, critique, and revise scripts for features, television, and short films.

Film Elective.

(FLM 330)

# **FLM 451**

# Film Industry, Business, and Finance

Lecture, 3 Credit Hours

A thorough overview of the film industry covering finance, production, distribution, exhibition for Hollywood, independent, and international filmmaking. Particular emphasis is placed on the American independent feature film.

Required for Film Majors.

(FLM301)

# **FLM 490**

# Advanced Editing

Studio, 3 Credit Hours

Students learn to cut on an Avid digital editing system. Editing students take an upper level short narrative project (from FLM 310 or 410) from a rough cut to a fine cut, prepped for sound editing.

Film Elective.

(FLM 391)

#### **FLM 491**

#### Final Edit

Studio, 3 Credit Hours

An advanced study of post-production as editing students are guided through the completion of an upper level short narrative project.

Film Elective.

(Advisor approval verifying 12 hours or less remaining for BFA completion; FLM 392, 490)

# **Department of Fine Arts**



#### Mission

The Department of Fine Arts is a studio-based program committed to developing foundation skills, the use of formal language, introduction to a range of media including new technologies, and the practice of historical and critical thinking. The BFA degree is designed to provide students with the skills necessary to practice their art, continue their studies, pursue the MFA degree, or apply their creative skills and experience to posts with institutions such as museums, galleries, and arts organizations.

# The Program

The Department of Fine Arts at Watkins meets the demands of teaching contemporary art by employing professional, practicing artists to share their knowledge of the disciplines of drawing, painting, sculpture, printmaking, clay, and time based media. An open exchange with the College's five other departments fosters an interdisciplinary approach reflecting the diversity of current artistic and technical practices. After the establishment of a broad foundational base, students begin to choose specific areas of concentration, building toward a professional portfolio and senior thesis exhibition.

The Department's educational opportunities are extended by the College's contacts with other visual arts institutions, visual art professionals, and scholars. Students come into direct, "real-world" contact with a wide range of professional practices, critical approaches, and attitudes. For example, students must pass two scheduled portfolio reviews before a panel of faculty and art professionals from the Nashville community before being awarded a degree. An active studio practice, one that is committed to the exhibition of informed and compelling work and the cultivation of professional, critical dialogue, is central to the success of both our faculty and our students.

# Faculty

Terry Thacker (2005) – Professor and Chair – BFA Studio Art (1977) Austin Peay State University; MFA Studio Art (1980) University of Tennessee

Kristi Hargrove (2008) – Assistant Professor – BA Fine Arts (1988) Vanderbilt University; MFA Visual Arts (2004) Union Institute & University (Vermont College)

Ronald Lambert (2008) – Assistant Professor – BFA (1997) University of Connecticut; MFA (2004) School of Art and Design at Alfred University

Brady Haston (2008) – Assistant Professor and Studio Facilities Manager – BFA Studio Art (1993) Middle Tennessee State University; MFA Art (1997) Montana State University

Derek Coté (2009) – Assistant Professor – BFA Sculpture (1997) Western Washington University; MFA Sculpture & Extended Media (2006) Virginia Commonwealth University

# Curriculum

Curriculum			
Bache	or of F	120 Credit Hours	
Visual Arts Core Requirements 12 Credit Hours			
	161	2-D Design/Color Fundamentals	3
		Drawing I	3
	163	•	3
	164	4-D Design (Time Based Media)	3
AIXI	104	4-D Design (Time based Media)	3
<u>Visua</u>	I Arts	Elective Explorations	12 Credit Hours
		Photography I	3
Studio	Electi	ves	9
Fine /	Arts Ma	aior	57 Credit Hours
ART	165	Drawing II	3
ART		Figure Study I (Drawing)	3
ART		Figure Study II (3-D Modeling)	3
ART		Modern Art History (1800–1945)	3
ART		Art History Special Topic Series	3
ART		Sculpture I	3
ART		Painting I	3
ART		Clay I	3
ART		Printmaking I	3
ART		Contemporary Art Theory	3 3 3 3 3 3 3 3 3
	371		3
	471		3
		Senior Thesis Exhibition	6
PHO		Digital Imaging I	3
		ectives (lecture or studio)	12
1 1116 /	ii is Lie	ectives (lecture or studio)	12
General Education Core Requirements			30 Credit Hours
ANT	101	Anthropology	3
ART	101	Art History Survey I	3
ART	102	Art History Survey II	3
COM		Fundamentals of Speech Communication	3 3 3 3 3 3 3
	101	English Composition I	3
ENG	102	English Composition II	3
HIS	101	History of World Civilization I	3
HIS	102	History of World Civilization II	3
MAT		Mathematics for Visual Arts (or test out)	3
SCI	310	History of Scientific Thought	3
General Education Elective Explorations			9 Credit Hours
General Electives			9
Total Hours			120 Credit Hours

# Plan of Study \*

Bachelor of Fine Arts in Fine Arts

#### First Year

ART 101 Art History Survey I

ART 162 Drawing I

ART 161 2-D Design/Color Fundamentals

ENG 101 English Composition I General Education Core or Elective

(15 Credit Hours)

# **Second Year**

ART 164 4-D Design (Time Based Media)

ART 201 Figure Study I

ART 221 Modern Art History

Select One:

ART 241 Painting I

ART 251 Clay I

ART 261 Printmaking I

General Education Core or Elective

(15 Credit Hours)

#### **Third Year**

Select One:

ART 241 Painting I

ART 251 Clay I

ART 261 Printmaking I

ART 2XX Art History Special Topic

Visual Arts Elective

Visual Arts Elective

General Education Core or Elective

(15 Credit Hours)

#### **Fourth Year**

ART 471 Seminar II

Visual Arts Elective Visual Arts Elective

General Education Core or Elective

General Education Core or Elective

(15 Credit Hours)

ART 102 Art History Survey II

ART 165 Drawing II

ART 163 3-D Design

ENG 102 English Composition II

General Education Core or Elective

(15 Credit Hours)

ART 231 Sculpture I

ART 202 Figure Study II

Select One:

PHO 121 Photography I

PHO 251 Digital Imaging I

Visual Arts Elective

General Education Core or Elective

(15 Credit Hours)

ART 371 Seminar I

ART 321 Contemporary Art Theory

Select One:

PHO 251 Digital Imaging I

ART 261 Printmaking I

Visual Arts Elective

General Education Core or Elective

(15 Credit Hours)

ART 490 Senior Thesis Exhibition

Visual Arts Elective

Visual Arts Elective

General Education Core or Elective

(15 Credit Hours)

Although Visual Arts Electives may be taken to develop breadth within the studio experience, they are primarily designed to build expertise within the studio practice, anticipating a focused, rigorous senior thesis. (General Education, Visual Arts, Travel, and Internship courses may be taken during the summer.)

\* Although this Plan of Study describes a 4-year completion schedule, full-time students who work while attending the institution, or who for various reasons cannot manage a 15-credit-hours-per-semester workload may alternatively plan to complete the degree program in 4-1/2 or 5 years. A majority of WCAD students have historically made the decision to complete their Plan of Study in 5 years. Since Watkins charges tuition by the credit hour rather than by the semester, the total cost of tuition remains the same regardless of whether the student completes the BFA in 4, 4-1/2, or 5 years.

# Fine Arts Course Descriptions

(Prerequisites are shown in parentheses.)

#### **ART 101**

# Art History Survey I

Lecture. 3 Credit Hours

An analysis of art, archeology and history in the Pre-historic, Ancient World, Middle Ages, into the Early Renaissance. The focus is on art, architecture and relevant cultural context in the development of Western Art using contemporary methods and theories. Some non-Western history and themes will be included for context. Required for students in all majors.

#### **ART 102**

# Art History Survey II

Lecture, 3 Credit Hours

This survey of art begins in the High Renaissance and continues through the 1990's, focusing on European and American Art. Using current methods and theories in art history, specific artworks, artists and styles are discussed stressing the social, political, philosophic and individual influences.

Required for students in all majors.

# ART 1XX - Series Art History Special Topic

Lecture, 3 Credit Hours

#### **ART 105**

# Special Topic: Color Fundamentals

Lecture, 3 Credit Hours

This course is an introduction to color theory and the basic properties of color. Various types of color contrast are studied, and the essentials of subtractive mixing are covered. Psychological and emotional effects of color are also explored.

#### **ART 161**

# 2-D Design/Color Fundamentals

Studio, 3 Credit Hours

This course is an introduction to the manipulation of the 2-D elements (i.e. line, shape, form, space, color, value, and texture) and principles (i.e. unity, variety, balance, emphasis, rhythm, proportion, and economy), with an introduction to color theory. Processes that lead to distinct, 2-dimensional graphic forms will be linked to content-based projects. The written and spoken use of the language of design and color will be developed though formal analysis.

Required for students in all majors.

#### **ART 162**

# Drawing I

Studio. 3 Credit Hours

This is an introductory drawing course that emphasizes observational drawing through the exploration of traditional drawing techniques and materials. The primary processes of contour, gesture, perspective, and value drawing will be covered. In addition, the ideas of composition, line quality, form/space construction, and use of critical analysis will be introduced and practiced.

Required for students in all majors.

#### **ART 163**

# 3-D Design

Studio, 3 Credit Hours

This course is an introduction to 3-dimensional design concepts, materials, tools, and processes. The assigned projects will explore line, plane, volume, surface, and spatial organization in three-dimensional works. Forces, such as gravity, that affect balance, gesture, and weight will be investigated. In addition to the formal concerns of 3-D design, consideration of the social, cultural, and aesthetic contexts of work will be explored. The use of terms and language commonly used to describe 3-dimensional works of art will be introduced and used to discuss and evaluate work. *Required for students in all majors.* 

# **ART 164**

# 4-D Design (Time Based Media)

Studio, 3 Credit Hours

This course is a continuation of the fundamental design sequence with a primary emphasis on the element of time. Content areas will include the design principles of composition, duration, tempo, progression, and interactivity. Through a series of exercises and projects a variety of media and processes will be introduced including video, sound, sequential imaging, installation, and performance. The use of terms and language commonly used to describe time based works will be introduced and used to discuss and evaluate work.

Required for students in all majors.

#### **ART 165**

# Drawing II

Studio, 3 Credit Hours

This is an intermediate level drawing course that advances the perceptual and technical drawing skills developed in Drawing I. In addition to the concerns of observational recording, drawing will be presented more broadly to include conceptual, narrative, personal and collaborative components. Building processes that lead to more refined or complex drawings and the introduction of contemporary concerns and approaches will be explored.

(ART 162)

#### **ART 201**

# Figure Study I (Drawing)

Studio, 3 Credit Hours

Through observational drawing this course explores the various historical methods used to describe the rhythms and structures of the human figure. The primary modes are: gesture, sighting and measuring, planar analysis, contour drawing, anatomical analysis, and both optical and planar use of value. There will also be an introduction to the narrative employment of the human figure.

(ART 165- note: Figure Study I is not a prerequisite for Figure Study II)

#### **ART 202**

# Figure Study II (Modeling)

Studio, 3 Credit Hours

This course introduces the 3-D construction of representations of the human figure executed from life. The basic geometric, skeletal, and muscular structures of the human body are accurately articulated through armature forming and clay modeling. In addition to modeling the human figure the techniques of mold making and casting will be covered.

(ART 165- note: Figure Study I is not a prerequisite for Figure Study II)

#### **ART 204**

Art History Special Topic: Survey Non-Western Art

Lecture, 3 Credit Hours

#### **ART 211**

Drawing III

Studio, 3 Credit Hours

**ART 311** 

#### Drawing IV

Studio. 3 Credit Hours

These are advanced level drawing courses that further build processes, including research, that lead to a more refined and complex drawing practice. Contemporary concerns and approaches are clarified and their processes, form, craft, and content are refined.

(ART 161, 163, 165, PHO 121 for ART 211 / ART 211 for ART 311)

#### **ART 221**

# Modern Art History (1800 – 1945)

Lecture, 3 Credit Hours

A study of primarily Western art from c.1900 with an emphasis on art after 1945, including images and ideas in painting, sculpture, photography, film, and design. Emphasis is placed on understanding and interpreting works within a cultural context: exploring technological, scientific, social, political, and individual influences. (ART 102)

#### **ART 2XX - Series**

# Art History Special Topics

Lecture, 3 Credit Hours

A lecture course on a more specific area of art history than the survey courses can cover. Examples include African Art History, Art of Egypt, History of American Art, Japanese Art, Mayan Art and Archaeology, Native American Arts and Cultures, and Theories of Art Criticism. The subjects rotate on a yearly basis. (Art 102)

Example: Summer Travel Abroad. This course is designed to increase awareness and appreciation of contemporary art through in-depth and intimate exposure to contemporary and historical art, artists, and architecture. Students increase creative thinking skills and global awareness by living in and exploring a foreign culture. Each summer Watkins students have the opportunity to travel as a class led by a Watkins instructor to cultural capitals such as Berlin, Barcelona, Venice, Paris, and London.

#### **ART 231**

#### Sculpture I

Studio, 3 Credit Hours

This is a studio course that deals with sculptural concepts, materials, and processes. The assigned projects will explore new materials and processes and develop conceptual and research practices. Students will be introduced to materials and techniques for producing sculpture including additive and reductive processes. The social, cultural, and aesthetic contexts of the work will be considered. Class discussion and critique are integral to this course.

(ART 161, 162, 163, 164 or ART 164 as a co-requisite)

#### **ART 232**

#### Sculpture II

Studio, 3 Credit Hours

Building on Sculpture I, this course further develops sculptural concepts, materials, and processes. The assigned projects will explore advanced materials, techniques, and conceptual practices. Emphasis will be given to the social, cultural, and aesthetic context of the work. Writing, class discussion, and critique are integral to this course.

(ART 231)

#### **ART 233**

# Studio - Special Topics

Studio, 3 Credit Hours

This is a studio course with varying topics, reflecting current art issues and/or faculty specializations. These cross-disciplinary topics combine lecture and studio with specific assignments, visiting artists, and field trips. Examples of course topics may include, Foundry Process in Sculpture, Installation Art, Public Art, and Performance and Production.

(30 earned credit hours and instructor's approval)

Example: Interventions, Art in the Public Sphere: This course is an exploration of art that breeches the gallery wall. It incorporates lectures, readings, discussions, collaborations, proposals, and studio work culminating in the public display of projects produced in the course. Methods, theory, and art are introduced covering a range of topics such as traditional public sculpture, advertising media, activist art, guerilla art, the Internet commons, design projects, and social projects. This course relies heavily on student participation and collaboration, as students are encouraged to work together to realize larger project goals.

#### **ART 241**

# Painting I

Studio, 3 Credit Hours

Painting I is a beginning painting course that emphasizes the manipulation of paint and visual form. Observational painting will introduce the student to traditional/historical uses of paint and painting tools. Research and experimentation will expand the students painting vocabulary and begin to clarify historical and personal choices. (ART 161, 162)

#### **ART 242**

# Painting II

Studio, 3 Credit Hours

This is an intermediate level painting course that advances the perceptual and technical painting skills developed in Painting I. The development of a personal and cultural aesthetic will be introduced. In addition to developing those skills, students will be asked to solve problems that are formally and conceptually more complex. Required reading and writing assignments will support and clarify a personal direction and point of view. (ART 241)

#### **ART 251**

# Clay I

Studio, 3 Credit Hours

This course is an overview of ceramic processes, introducing students to various hand building, wheel working, slip/glaze applications, and kiln-firing processes. Projects deal with aesthetic concerns common to both sculpture and vessel making.

(ART 161, 162, 163)

#### **ART 252**

# Clay II

Studio, 3 Credit Hours

Through exploration and instruction the student will develop technical and aesthetic skills in ceramic hand building and wheel throwing processes. Projects are geared toward using clay as a versatile material for all types of object making. Students investigate historical and contemporary artists and techniques. Various tools include the slab roller, extruders, plaster molds, and sand blaster. Slip/glaze applications include both high- and low-fire techniques with gas and electric kilns. (ART 251)

#### **ART 261**

# Printmaking I

Studio, 3 Credit Hours

This course is an introduction to the techniques of printmaking and includes the methods of monoprint, intaglio, relief printing, and screen-printing. This class will explore the graphic potential available from the printmaking process. The student will determine imagery and content. The class structure will consist of demonstrations at the beginnings of classes, scheduled workdays, and regular critiques. (ART 161, 162, 163)

#### **ART 262**

# Printmaking II

Studio, 3 Credit Hours

This course is an intermediate level printmaking course with Printmaking I as a prerequisite. Students will continue with screen printing and intaglio processes, and be introduced to polyester plate lithography. The class structure will consist of demonstrations at the beginnings of class sessions, scheduled workdays, and regular critiques.

(ART 261; PHO 121)

#### **ART 264**

**Time Based Media II** Studio, 3 Credit Hours

#### **ART 364**

Time Based Media III

Studio, 3 Credit Hours

These are studio-based courses that explore technical and conceptual problems surrounding works that develop over a period of time. Students will be introduced to processes, programs, and techniques for producing time based work, including digital video, sound editing, installation, and performance. Consideration of the social, cultural, and aesthetic contexts of the work will be emphasized. Included is the viewing and research of similar and related contemporary art practices. (ART 164 for ART 264 / ART 264 for ART 364)

#### **ART 301**

# Figure Study III

Studio, 3 Credit Hours

This is an intermediate level figure drawing or modeling course that advances the perceptual and technical skills developed in Figure II and I. Students with an interest in refining figurative skills in drawing or modeling may meet with the introductory figure classes to access the life model. In addition to the concerns of observational recording, building processes that lead to more refined or complex forms and the introduction of contemporary concerns and approaches will be explored. (ART 201, 202)

#### **ART 321**

# Contemporary Art Theory

Seminar, 3 Credit Hours

An emphasis on art since 1968. Post Modernism, multiculturalism, Earth Art, Installations, and New Media are the subjects of this class. Rather than looking at the art as part of a chronological movement, the work and artists are discussed as a way of understanding various theoretical and cultural conditions. Although video and digital images will support discussion, this course is primarily a theory/readings course. (ART 221)

# ART 331 Sculpture III Studio, 3 Credit Hours ART 431 Sculpture IV

Studio, 3 Credit Hours

Nurture the development of a cohesive body of work based on sophisticated techniques and a maturing sense of aesthetic direction. These courses stress the importance of drawing, model making, and research to the creative process. Group and individual discussions emphasize the development of critical vocabulary along with advanced technical exploration.

(ART 232 for ART 331 / ART 331 for ART 431)

# ART 341 Painting III Studio, 3 Credit Hours ART 441 Painting IV

Studio. 3 Credit Hours

These are advanced level painting courses that further build processes, including research, that lead to a more refined and complex painting practice. Contemporary concerns and approaches are clarified and their processes, form, craft, and content are refined.

(ART 241 for ART 341, ART 341 for 441)

**ART 351** 

Clay III

Studio, 3 Credit Hours

**ART 451** 

Clay IV

Studio, 3 Credit Hours

Advanced study of aesthetic and technical information as it applies to contemporary ceramic sculpture. Projects include personal concept development with ceramic technologies, investigations into alternative clay techniques, and mixed media, installation, and site-specific considerations.

(ART 252 for 351 / ART 351 for 451)

#### **ART 361**

Printmaking III

Studio, 3 Credit Hours

**ART 461** 

# Printmaking IV

Studio, 3 Credit Hours

These are advanced level printmaking courses in which proposals for independent work are contracted. Although students in Printmaking III and IV will be working independently from Printmaking II, attendance is required. Independent research into advanced processes, techniques, and concepts is expected. Work in progress will be critiqued and evaluated during critiques with the Printmaking II class. In addition, individual discussions will be scheduled with the instructor.

(ART 262 for ART 361 / ART 361 for ART 461)

#### **ART 371**

#### Seminar I

Studio, 3 Credit Hours

Upper Division, Fine Arts majors meet for open studio practices and interdisciplinary research. Students research topics and artists important to personal and cultural developments. Visiting artists, slide lectures, studio visits, and exhibitions are incorporated into the class structure. Students work with faculty to develop a personal body of work that represents depth and breadth of exploration and the use of appropriate form and media. Business aspects of being an artist, such as applying for grants and residencies, photographing artwork, and writing resumes and artist's statements are covered.

(one of the following: ART 221, 264, 311, 331, 341, 351, 361, or 364; any 3<sup>rd</sup> level studio course)

#### **ART 471**

#### Seminar II

Seminar, 3 Credit Hours (completion of 60 credit hours)

#### **ART 473**

#### Seminar III

Seminar, 3 Credit Hours

Following Seminar I, students will research topics and artists important to their personal and professional development while working with faculty to develop a body of work that represents depth and breadth. Three times during the semester the content, process, and form of student work is presented and discussed with a committee of regional art professionals. Business aspects of being an artist, such as applying for grants and residencies, photographing artwork, and writing resumes and artist's statements are further developed.

(Advisor approval required; ART 371 for ART 471 / ART 471 for ART 473)

#### **ART 490**

#### Senior Thesis Exhibition

Seminar, 6 Credit Hours

This is a 6 credit-hour course in which students focus on producing a cohesive body of work for their BFA Thesis Exhibition. This studio-intensive class also involves the writing of a related research paper, presentation of a public lecture, and thesis defense. An exhibition of thesis work, complete with statement, invitations, and reception is required. (ART 471)

#### **ART 495**

# Art Internship

3 Credit Hours

The internship applies learned skills to a professional, working environment. A semester long internship with an approved professional art institution (for example the Tennessee Arts Commission or the Frist Center for the Visual Arts) provides students with the opportunity to experience a professional work environment. Students work in a supervised professional arts environment assisting with arts production, administration, outreach, exhibition preparation, and art handling. Students will keep a regular work schedule and record a diary of activities with reports to their advisor. It is required that students work 130 hours (for 3 hours credit) during their internship. (45 completed credit hours and advisor approval)

# **Department of Graphic Design**



#### Mission

Students of the Graphic Design Department at Watkins College of Art, Design & Film will graduate with a professional quality, entry-level portfolio that shows technical competence, solid knowledge of design principles and highly conceptual solutions to communications problems in print, illustration, Web-based and interactive media. Graduates will possess a basic knowledge of the industry and will present their work and themselves in a manner that demonstrates they are prepared for careers in visual communication.

# The Program

The BFA in Graphic Design at Watkins College of Art, Design & Film begins with a strong foundation in the basic principles and elements of design, color, typography and time based media. The curriculum builds in complexity during the second year as students develop technical and conceptual skills needed to create and prepare illustrations and designs for the mass media. History of graphic design and illustration courses foster deeper understanding and practical knowledge. Third year students are challenged with more rigorous assignments, applying learned traditional and digital techniques to projects that parallel professional practice. Multimedia and business courses teach students essential skills needed to succeed in an increasingly competitive marketplace. Fourth year students will complete their college experience with a competitive, entry-level portfolio, and graduate with marketable skills as multidisciplinary visual communicators.

The Graphic Design program at Watkins defines a quality portfolio as one that is strong in concept, containing diverse and well-crafted examples of the student's best work. Each piece in the portfolio should be creative and effectively solve a communication problem. The student portfolio should demonstrate that the student has solid technical skills, a grasp of the principles of design, a command of typographic craft and knowledge of the design industry. A quality portfolio will demonstrate that a student is prepared for a career as an illustrator or designer.

Coursework effectively covers art, design, illustration, typography, technology, professional practices, and the history of art and design. Small class sizes allow each student individual consultations with faculty at every stage of projects assigned. Electives, including internships and with advertising agencies, design studios, and publishing houses, enhance each student's education. The curriculum culminates in the capstone course, Senior Portfolio Development, where each graduating senior works with senior faculty to polish his/her portfolio, preparing them to succeed as professional visual communicators.

# Special Requirements

In support of the rigorous expectations of the pre-professional BFA degree program, a portfolio review is required for all students at the conclusion of the freshman year of studies. This review is incorporated so that all students who complete the BFA in Graphic Design degree program can expect to achieve the highest level of undergraduate design performance in order to experience a successful transition into professional practice as a Graphic Designer or Illustrator. Students must pass this portfolio review (GRD 200 Portfolio Review) as well as GRD 110 Graphic Design I and GRD 121 Typography I to enroll in upper level graphic design classes

Transfer students must submit a portfolio of original work from each course taken from another institution to be evaluated for transfer credit and for placement in upper level graphic design courses.

In addition to their course work, Graphic Design students are encouraged to attend professional lectures and exhibits, and to participate in local, national and international design competitions.

# Faculty

Michael Niblett (2003) – Professor and Chair – BFA Graphic Design (1975) Texas Christian University; MFA Printmaking (1977) University of Oklahoma.

John M Sullivan (2006) – Associate Professor and Dean of the Faculty – BS Advertising Design (1975) Northwestern State University; MFA Graphic Design (1987) Louisiana Tech University; EdD Higher Education Administration (ABD) University of Arkansas at Little Rock

Dan Brawner, (2007) – Assistant Professor – BFA Graphic Design (1983) Middle Tennessee State University; MA Illustration (2003) Syracuse University; MFA Illustration (2007) Hartford Art School at the University of Hartford.

Judith Sweeney O'Bryan (2009) – Assistant Professor – BFA Graphic Design (1980) Parsons School of Design; MAT Graduate Education (2006) Belmont University

# **Curriculum**Bachelor of Fine Arts in Graphic Design

GRD 342

GRD 441

GRD 410

GRD 462

GRD 401

GRD 461

Web Development II

Web Development III

Graphic Design IV

Senior Exhibition

Professional Practices

Senior Portfolio Development

		, ,		
Arts Foundation 12 Credit Hours				
All Wa	atkins s	students must take the following foundation coul	rses:	
ART	162	Drawing I	3	
GRD	110	Graphic Design I (replaces 2D design for		
(for G	RD ma	jors)ART161 2-D Design/Color Fundamentals	3	
ÀRT	163	3-D Design	3	
ART	164	4-D Design (Time Based Media)	3	
Visua	ıl Arts	Explorations	9 Credit Hours	
		graphic design majors must take three studio co		
		eir major. Recommended courses for Graphic D	•	
ART 1		Drawing II or ART 201 Figure Study I	3	
	261	Printmaking	3	
PHO		Black & White Photography I	3	
1110	121	black & Willie i flotography i	3	
Pocor	mmond	ed courses for Illustration concentration:		
ART 1		Drawing II	3	
ART 2		Printmaking I or ART 241Painting I	3	
ART 201		Figure Study or ART 242 Painting II	3	
		RT 165 Drawing II or ART 201 Figure Study	3	
ART		Printmaking	3	
PHO	121	Photography I	3	
Graphic Design Major			51 Credit Hours	
GRD	101	History of Graphic Design I	3	
GRD	102	History of Graphic Design II	3	
GRD	121	Typography I	3	
GRD	200	Portfolio Review	0	
GRD	210	Graphic Design II	3	
GRD	230	Computer Studio I	3	
GRD	231	Computer Studio II	3	
GRD	232	Typography II	3	
GRD	310		3	
GRD		Illustration I	3	
GRD		Typography III	3	
GRD	341	Web Development I	3	
GRD GRD GRD	232 310 321	Typography II Graphic Design III	3 3 3 3 3	
GRD	341	Web Development I	3	

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3

3

3

3

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2

120 Credit Hours

# Graphic Design Electives

# **9 Credit Hours**

All GRD majors must take three GRD electives. The following are courses regularly offered. The department also offers special problems courses as electives from time to time.

#### Select from:

GRD 350 Typeface Design	3
GRD 421 Illustration II (required for Illustration concentration)	3
GRD 422 Illustration III (required for Illustration concentration)	3
GRD 450 Visiting Art Directors	3
GRD 470 Internship	3
GRD Special Topics: ex. Advertising, Illustration/Printmaking Cam	ıp 3
<ul> <li>Mexico, Poster design, The Picture Book (Studio)</li> </ul>	3

General Education Core Requirements			30 Credit Hours
ANT	101	Anthropology	3
ART	101	Art History Survey I	3
ART	102	Art History Survey II	3
COM	220	Fundamentals of Speech Communication	3
ENG	101	English Composition I	3
ENG	102	English Composition II	3
HIS	101	History of World Civilization I	3
HIS	102	History of World Civilization II	3
MAT	101	Mathematics for Visual Arts (or test out)	3
SCI	310	History of Scientific Thought	3

# General Education Elective Explorations 9 Credit Hours

All Watkins graduates are required to take three electives selected from the colleges General Education offerings. At least one of these courses must be a 200 level or higher art history course to be selected from any of the colleges departments:

Upper level Art History	3
Selection from General Education Explorations	3
Selection from General Education Explorations	3

(Fine arts or liberal arts and some Graphic Design elective courses may be taken over the summer.)

TOTAL 120 Credit Hours

# Plan of Study \*

Bachelor of Fine Arts in Graphic Design

#### First Year

General Education Elective General Education Elective GRD 110 Graphic Design I ART 162 Drawing I ART 163 3-D Design (15 Credit Hours) General Education Elective General Education Elective ART 164 4-D Design GRD 230 Computer Studio I GRD 121 Typography I GRD 200 Portfolio Review (15 Credit Hours)

# **Second Year**

General Education Elective
GRD 101 History of Graphic Design I
Studio Exploration
GRD 232 Typography II
GRD 231 Computer Studio II
(15 Credit Hours)

General Education Elective
GRD 102 History of Graphic Design II
Studio Exploration
GRD 210 Graphic Design II
GRD 321 Illustration I
(15 Credit Hours)

#### **Third Year**

General Education Elective
General Education Elective
Studio Exploration
Graphic Design Elective
Or
GRD 421 Illustration II
GRD 341 Web Development I
(15 Credit Hours)

General Education Elective General Education Elective GRD 310 Graphic Design III GRD 342 Web Development II GRD 332 Typography III (15 Credit Hours)

# **Fourth Year**

General Education Elective
GRD 401 Professional Practices
GRD 410 Graphic Design IV
GRD 441 Web Development III
Graphic Design Elective
(15 Credit Hours)
GRD 422 Illustration II for GRD-III concentration) (15)
GRD 461 Senior Portfolio Development
GRD 462 Senior Exhibition
Graphic Design Elective
(15 Credit Hours)

(Fine arts or liberal arts and some Graphic Design elective courses may be taken over the summer.)

# **Graphic Design Course Descriptions**

(Prerequisites are shown in parentheses.)

#### **GRD 101**

# History of Graphic Design I

Lecture, 3 Credit Hours

A critical and analytical study of the significant events, personalities, and technological advances that have contributed to the global history of graphic design. This first part of the comprehensive two-course sequence covers these contributing factors up to the end of the nineteenth century.

Required for graphic design majors; may be taken for elective credit in other majors.

#### **GRD 102**

# History of Graphic Design II

Lecture. 3 Credit Hours

A continuation of the critical and analytical study of the factors contributing to the history of graphic design, from the beginning of the twentieth century through contemporary time. This second half of the comprehensive two-course sequence may be taken before or concurrently with GRD 101.

Required for graphic design majors; may be taken for elective credit in other majors.

#### **GRD 110**

# Graphic Design I

Studio, 3 Credit Hours

Emphasis is placed on the fundamental principles and elements of graphic design and on creative problem solving. Through a variety of exercises and projects students will learn the creative process from concept to execution and will learn the vocabulary needed to effectively critique visual communication. Required for graphic design majors; may be taken for elective credit in other majors.

#### **GRD 121**

# Typography I

Studio, 3 Credit Hours

Through directed projects, this course will explore basic type design and its practical applications. Students will be introduced to expressive and conceptual use of type and will end the semester with an in-depth knowledge of typographic terminology, and an appreciation for the artistry of typographic forms.

Required for graphic design majors; may be taken for elective credit in other majors. (ART 161, ART 162 or GRD 110)

#### Portfolio Review

Does Not Earn Academic Credit

Student work from GRD 110 and GRD 121 will be reviewed each year by the Graphic Design Faculty. Students will not be allowed to register for upper level graphic design courses until they pass this review. Students will enroll in GRD 200 at the same time that they enroll for the last of the two prerequisites.

Required for graphic design majors.

(GRD 110, GRD 121)

#### **GRD 210**

# Graphic Design II

Studio, 3 Credit Hours

This course is an introduction to advertising design and will emphasize concept and the creative process as well as the elements and principles of design. Through directed projects students will research, write creative work plans, and develop advertising that is highly conceptual and on target with creative work plans.

Required for graphic design majors.

(GRD 200)

#### **GRD 230**

# Computer Studio I

Studio, 3 Credit Hours

An introductory computer course with an emphasis on publishing software. Students are introduced to the Apple Macintosh OSX and they will learn basic skills in Adobe's Creative Suite.

Required for graphic design majors.

(ART 162, ART 161or GRD 110)

# **GRD 231**

#### Computer Studio II

Studio, 3 Credit Hours

An intermediate computer course with an emphasis on publishing software. Students will learn advanced computer skills and techniques related to the industry standard software applications, Photoshop and InDesign.

Required for graphic design majors.

(GRD 230)

#### **GRD 232**

# Typography II

Studio, 3 Credit Hours

This intermediate typography course emphasizes expressive and experimental type. Students will match type with message, manipulate type and explore other creative uses of type.

Required for graphic design majors.

(GRD 200, GRD 230)

# Graphic Design III

Studio, 3 Credit Hours

Through directed projects this course will explore the basic elements and principles of branding and corporate identity design. Students will design consumer labels as well as logos, letterhead packages and other elements of corporate Identity design. Required for graphic design majors.

(GRD 210, GRD 231)

#### **GRD 321**

#### Illustration I

Studio, 3 Credit Hours

The class is an introductory course that provides an understanding of the illustration process and its role as an art form that reflects, serves, and advances contemporary culture. Class assignments parallel professional practice.

Required for graphic design majors.

(ART 162, ART 161, or GRD 110)

#### **GRD 332**

# Typography III

Studio, 3 Credit Hours

In this advanced typography course, students will learn how to use text type to effectively organize and communicate large amounts of information as will be needed for brochures, magazines and other publications.

Required for graphic design majors.

(GRD 232, GRD 231)

#### **GRD 341**

#### Web Development I

Studio, 3 Credit Hours

An introduction to multimedia design with an emphasis on website creation. Students gain an understanding of the terminology, development tools, and fundamental skills (including learning HTML, CSS, etc.) related to designing a successful website. Current software applications such as Dreamweaver and Photoshop are learned as appropriate to the process.

Required for graphic design majors.

(GRD 210, GRD 231)

# Web Development II

Studio, 3 credit hours

Building on skills learned in Web Development I, students continue to gain an understanding of the terminology, development tools, and fundamental skills (including learning HTML, CSS, ActionScirpt, etc.) related to designing a successful website. Current software applications such as Dreamweaver, Flash and Photoshop are learned as appropriate to the process.

Required for graphic design majors (GRD 341)

#### **GRD 350**

# Typeface Design

Studio, 3 Credit Hours

An in depth exploration of type design. Student will learn the unique visual considerations required to design and produce their own typefaces. Graphic Design Elective (GRD 232)

#### **GRD 360**

# Graphic Design and Social Cause

Studio, 3 Credit Hours

Change is created in the world by using advertising and graphic design to present important ideas, to raise awareness, and to stimulate thought. Students will examine historical posters, ad campaigns, and ephemera that deal with social change. Projects will include campaigns that deal with issues of global and local significance. *Graphic Design Elective*(GRD 232)

# **GRD 3XX - Series Special Topics**Studio, 3 Credit Hours

#### **GRD 401**

#### **Professional Practices**

Lecture, 3 Credit Hours

This course will cover print production, standard business practices and ethical guidelines for the graphic arts industry.

Required for graphic design majors.

(GRD 310)

# Graphic Design IV

Studio, 3 Credit Hours

Through directed projects, students will learn the unique design opportunities and challenges presented by brochures and other multi-page publications.

Required for graphic design majors

(GRD 310)

#### **GRD 421**

#### Illustration II

Studio, 3 Credit Hours

The class will explore character development, sequential imagery, and visual storytelling as related to storyboards, picture books, game design, and animation. The class will include guest professionals and possible field trips.

Graphic Design Elective, required for Illustration concentration (GRD 321)

# **GRD 422 Illustration III -Visiting Illustrators**

Studio, 3 semester credit hours—Students will work with visiting professionals—illustrators, designers, and animators—to benefit from distinctly different and valuable perspectives. *Graphic Design Elective*, *required for Illustration concentration* (GRD 421)

#### **GRD 450**

# Visiting Art Directors

Studio, 3 Credit Hours

Students will work with a series of Nashville area designers, art directors, and creative directors. Each visiting designer will create a design or communication problem that is common to his or her experience and will challenge students to create effective solutions.

Graphic Design Elective (GRD 310)

#### **GRD 461**

#### Senior Portfolio Development

Studio, 4 Credit Hours

This course is the final step in preparing students for a career in visual communications. Under the direction of senior graphic design faculty, each student completes a competitive, entry-level portfolio and learns skills needed to succeed in the interview process. A senior exhibition is required for graduation and each final portfolio is evaluated by all full-time faculty members and an industry professional. Capstone course, required for graphic design majors, must be taken during last semester

#### Senior Exhibition

Studio, 2 Credit Hours

A senior exhibition is required for graduation. Students will work as a team and are responsible for all aspects of this exhibition. This exhibition will coordinate with Senior Portfolio Development and is an important aspect of marketing graduating seniors and their work to the professional design community. Capstone course, required for all graphic design majors. Must be taken during last semester and must be taken concurrently with GRD 461 Senior Portfolio Development.

# **GRD 470**

# Internship

Students make valuable contacts and attain practical knowledge while working in a creative business environment. An internship provides the opportunity for students to work with professional designers, illustrators, and art directors.

Graphic Design Elective (GRD 310, GRD 421, Permission of Graphic Design Chair)

# **Department of Interior Design**



#### Mission

Our program promotes a curriculum intended to educate the student who is intent on a professional career as a registered interior designer with strong links to the professional communities that are forming the twenty-first century. The program recognizes the need for entry-level interior designers who possess professional presentation techniques and technical skills, who are capable of creating innovative designs, analyzing problems and solving problems, and who understand the application of appropriate material use and code requirements.

# The Program

Courses offered within the interior design major encourage the student to develop imaginative, responsible solutions to problems created by social needs and economic constraints, as well as the material and physical limitations of the built environment. The integration of fine art classes elevates the student's ability to develop innovative solutions and further balances the increasing demands of technology.

Students form a sound approach to the design process through a progression of interior design studios beginning in the first semester of study and continuing throughout their education. Problems of varying complexity are presented to the student with projects ranging from the adaptive reuse of existing buildings to designing spaces for children and the elderly. Design studios challenge the student to create innovative solutions within environments of increasing size and scope. The interior design studios comprehensively explore the design of interior spaces through class projects, field trips, and critiques, often involving visiting designers. Supporting classes complement studio projects while involving students in the study of practical and theoretical issues, materials and techniques.

The BFA in Interior Design culminates with the successful completion of an individually selected Thesis Project which is intended to be a clear demonstration of expertise in a chosen area of interest. Through the completion of the project, the student is able to show the depth of his or her skill and design capability. Enrollment in the AFA program discontinued as of spring 2008.

A solid grounding in the fine arts, elevated practice of design communication skills, and a thorough knowledge of pertinent technology enables interior design students at Watkins College of Art, Design & Film to develop their own creative vision while gaining the practical skills and judgment of a competent designer.

# Faculty

Jennifer Overstreet (2006) – Assistant Professor and Chair – BS Interior Design (2002) Mississippi State University; MS Architecture (2004) Mississippi State University

Cheryl Gulley (1994) – Associate Professor – BS Chemistry/Psychology (1977) University of Tennessee; BID Interior Design (1983) O'More College of Design; MA Psychological Science (1998) Austin Peay State University

Jenny Myers (2002) – Assistant Professor – BA Philosophy/Art History (1974) Denison University; BSET Engineering Technology (1990) Memphis State University; MA Industrial Studies (1998) Middle Tennessee State University

# Curriculum

Bachelor of Fine Arts in Interior Design		126 Credit Hours	
Visua	ıl Arts	Core Requirements	12 Credit Hours
ART	161	2-D Design/Color Fundamentals	3
ART	162	Drawing I	3
ART	163	3-D Design	3
ART	164	4-D Design	3
Visua	ıl Arts	Elective Explorations	6 Credit Hours
PHO	121	Photography I	3
Studio	o Elect	ive (Choose 1)	3
<u>Interi</u>	or Des	sign Major	78 Credit Hours
IND	101	Design Fundamentals	3
IND	102	Space Planning & Human Factors	3
IND	111	Architectural Drawing I	3
IND	113	Building Construction & Detailing	3
IND	203	Interior Materials & Specifications	3
IND	204	Codes & Regulations	3
IND	205	Textiles & Furnishings	3
IND	206	History of Architecture & Interior Design I	3
IND	207	History of Architecture & Interior Design II	3
IND	210	Residential Design	3
IND	303	Presentation Techniques	3 3
IND	304	Lighting I	
IND	305	20 <sup>th</sup> Century Design	3
IND	307	Seminar in Design Theory	3
IND	310	Commercial Design	3
IND	311	CADI	3 3
IND	312	CAD II	3
IND	313	3-D Digital Modeling	3 3
IND	320	Advanced Commercial Design	3
IND	350	Portfolio Review	0
IND	402	Professional Practices	3
IND	403	Advanced Materials & Detailing	3 3
IND	404	Lighting II	3
IND	405	Internship	3
IND	406	Portfolio Design	3
IND	410	Thesis Research	3
IND	420	Thesis Project	3
Gene	ral Ed	ucation Core Requirements	27 Credit Hours
ANT	101	Anthropology	3
ART	102	Art History Survey II	3
COM	220	Fundamentals of Speech Communication	3

# (BFA in Interior Design Curriculum, continued)

Total Hours			126 Credit Hours
General Education Electives (Choose 1)			3
General Education Elective Explorations			3 Credit Hours
SCI	310	History of Scientific Thought	3
MAT	101	Mathematics for Visual Arts (or test out)	3
HIS	102	History of World Civilization II	3
HIS	101	History of World Civilization I	3
ENG	102	English Composition II	3
ENG	101	English Composition I	3

# Plan of Study \*

Bachelor of Fine Arts in Interior Design

#### First Year

IND 101 Design Fundamentals IND 111 Architectural Drawing ART 161 2-D Design/Color ART 162 Drawing I ENG 101 English Composition I

(15 Credit Hours)

IND 102 Space Planning & Human Factors IND 113 Building Construction & Detailing IND 205 Taytilos & European

IND 205 Textiles & Furnishings

MAT 101 Mathematics for Visual Arts

ENG 102 English Composition II

IND 150 Portfolio Review

(15 Credit Hours)

#### **Second Year**

IND 203 Interior Materials & Specs IND 206 History of Arch & Interiors I IND 303 Presentation Techniques IND 304 Lighting I IND 311 CAD I ART 163 3-D Design (18 Credit Hours) IND 207 History of Arch & Interiors II

IND 210 Residential Design

IND 312 CAD II IND 404 Lighting II

ART 02 Art History Survey II

(15 Credit Hours)

#### **Third Year**

IND 204 Codes
IND 310 Commercial Design
IND 313 3-D Digital Modeling
ANT 101 Anthropology
COM 220 Fund of Speech Comm
HIS 101 History of World Civilization I
(18 Credit Hours)

IND 307 Seminar in Design Theory IND 320 Advanced Commercial Design IND 305 20<sup>th</sup> Century Design HIS 102 History of World Civilization II PHO 121 Photography I

(15 Credit Hours)

#### **Fourth Year**

IND 406 Portfolio Design IND 403 Advanced Materials IND 410 Thesis Research IND 402 Professional Practices ART 164 4-D Design (15 Credit Hours) SCI 310 History of Scientific Thought IND 405 Internship IND 420 Thesis Project Visual Arts Elective General Education Elective

(15 Credit Hours)

<sup>\*</sup> Although this Plan of Study describes a 4-year completion schedule, full-time students who work while attending the institution, or who for various reasons cannot manage a 15-credit-hours-per-semester workload may alternatively plan to complete the degree program in 4-1/2 or 5 years. A majority of WCAD students have historically made the decision to complete their Plan of Study in 5 years. Since Watkins charges tuition by the credit hour rather than by the semester, the total cost of tuition remains the same regardless of whether the student completes the BFA in 4, 4-1/2, or 5 years.

Curri	culum	1	
Associate of Fine Arts in Interior Design			84 Credit Hours
Visual Arts Core Requirements			6 Credit Hours
		2-D Design/Color Fundamentals	3
ART	162	Drawing I	3
Visua	al Arts	Elective Explorations	3 Credit Hours
Studio	o Elect	ive (Choose 1)	3
<u>Interi</u>	or Des	sign Major	54 Credit Hours
IND	101	Design Fundamentals	3
	102		3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
IND	111	Architectural Drawing I	3
IND	113	Building Construction & Detailing	3
IND	203	Interior Materials & Specifications	3
IND	204	Codes & Regulations	3
IND	205	Textiles & Furnishings	3
IND	206	History of Architecture & Interiors I	3
IND	207	History of Architecture & Interiors II	3
IND	210	Residential Design	3
IND	303	Presentation Techniques	3
IND	304	Lighting I	3
IND	307	Seminar in Design Theory	3
IND	310		3
IND	311	CADI	3
IND	313	3D Digital Modeling	3
IND	402	Professional Practices	3
IND	405	Internship	3
Gene	ral Ed	ucation Core Requirements	18 Credit Hours
		Art History Survey II	3
ENG	101	English Composition I	3
ENG	102	English Composition II	3 3 3 3
HIS	101	History of World Civilization I	3
HIS	102	History of World Civilization II	
SCI	310	History of Scientific Thought	3

General Education Elective Explorations
General Electives (Choose 1)

Total Hours

62 200910

3 Credit Hours

84 Credit Hours

# Plan of Study

Associate of Fine Arts in Interior Design is no longer being offered as of spring 2008. Students currently enrolled in this program have until December 2010 to graduate in the AFA program or change to the BFA program to continue their studies in Interior Design at Watkins.

#### First Year

IND 101 Design Fundamentals IND 111 Architectural Drawing IND 206 History of Arch & Interiors I ART 162 Drawing I ENG 101 English Composition I (15 Credit Hours) IND 102 Space Planning & Human Factors IND 113 Building Construction & Detailing IND 205 Textiles and Furnishings IND 207 History of Arch & Interiors II ENG 102 English Composition II (15 Credit Hours)

#### **Second Year**

IND 203 Interior Materials & Specs IND 303 Presentation Techniques IND 311 CAD I ART 161 2-D Design/Color General Education Elective HIS 101 History of World Civilization I (18 Credit Hours) IND 210 Residential Design
IND 307 Design Theory Seminar
IND 405 Internship
ART 102 Art History Survey II
HIS 102 History of World Civilization II
Visual Arts or IND Elective
(18 Credit Hours)

# **Third Year**

Fall Semester
IND 204 Codes
IND 304 Lighting I
IND 310 Commercial Design
IND 313 3-D Digital Modeling
IND 402 Professional Practices
SCI 310 History of Scientific Thought
(18 Credit Hours)

# Interior Design Course Descriptions

(Prerequisites are listed in parentheses.)

#### **IND 101**

# Design Fundamentals

Lecture, 3 Credit Hours

Elements and principles of design are introduced along with the basic still set needed for further study in the interior design degree program including basic model building techniques and presentation board assembly.

Required for Interior Design majors, may be taken for elective credit in other majors.

#### **IND 102**

# Space Planning & Human Factors

Studio, 3 Credit Hours

Human factors, anthropometrics, ergonomics and proxemics are introduced as part of the rationale behind a successful design project. The student studies human behavior and applies design and behavioral principles to interior spaces designed for human safety, comfort and aesthetic pleasure.

(IND 101, 111. Concurrent with IND 113 & 150)

#### **IND 111**

# Architectural Drawing

Studio, 3 Credit Hours

Students practice basic drafting skills including architectural lettering, geometric constructions, floor plans and elevations, dimensioning and drafting expression. Students learn basic architectural vocabulary, the use of drafting instruments and methods of document reproduction. An introduction to drawing interior perspectives is also included.

Required for Interior Design majors, may be taken for elective credit in other majors.

#### **IND 113**

# **Building Construction & Detailing**

Studio, 3 Credit Hours

Students prepare construction documents concentrating primarily on typical construction methods and the three-dimensional space. The projects included in this course allow students to study, produce, and coordinate several different types of drawings in order to concisely and effectively communicate design intent. (IND 101, 111. Concurrent with IND 102 & 150)

#### **IND 150**

#### Freshman Portfolio Review

Does Not Earn Academic Credit

Student work from IND 101, 102, 111, & 113 will be reviewed each year by the Interior Design Faculty. Students will not be allowed to enroll in upper division interior design classes until they pass this review. Students will enroll in IND 150 at the same time that they enroll in IND 102 & 113.

Required for interior design majors

#### **IND 203**

# Interior Materials & Specifications

Lecture, 3 Credit Hours

Materials integrated into the basic interior from flooring materials to ceiling systems are discussed including proper installation and maintenance. Coordination of interior materials by use of product schedules and finish schedules will be introduced. Specification writing procedures and the role of the designer as the coordinator of specifications from interior materials and furnishings is developed.

#### **IND 204**

# **Codes & Regulations**

Lecture, 3 Credit Hours

Students develop the ability to plan in accordance with basic codes for life safety through a variety of exercises, which reinforce the application of codes requirements to actual project situations.

(IND 210; must be taken concurrently with IND 310)

#### **IND 205**

# **Textiles & Furnishings**

Lecture, 3 Credit Hours

The basics of fiber, yarn, finishing and construction methods are discussed during this course. The student is introduced to textiles and furnishings with special emphasis on function and proper selection.

#### **IND 206**

# History of Architecture & Interiors I

Lecture, 3 Credit Hours

Furnishings from classical times through the late Renaissance periods are examined in terms of historic, as well as present day, needs. Style, methods of ornamentation, use of color and significance of the period are reviewed using slides and lectures. Emphasis is on the influences of geographical locations and social, religious and economic forces of history on interiors.

(ART 162)

# History of Architecture & Interiors II

Lecture, 3 Credit Hours

The second segment of historical interiors reviews furniture and decorative arts from the Baroque, Rococo and Neoclassic periods through the eighteenth and nineteenth centuries and into contemporary interiors of the early twentieth century. Focus is on the built environment as it has been influenced by geographic location as well as important social, religious, economic and political forces.

(IND 206 prerequisite for Interior Design majors only)

#### **IND 210**

# Residential Design

Studio, 3 Credit Hours

Students are involved in the creative design of complex residential spaces. Non-traditional spaces such as adaptive reuse projects and urban loft-style spaces may be incorporated into this course of study. Specification of architectural elements such as doors, windows and hardware will be included.

(IND 203, 205, 303, 304, 311; concurrently taken with IND 350)

### **IND 250**

# **Production Design description**

Lecture, 3 Credit Hours

This course focuses on the production designer's function on motion picture, beginning with the relationship between the designer, director, cinematographer, and producer. Students learn basic design techniques and practice designing sets that successfully interpret a director's cinematic vision.

### **IND 303**

# Presentation Techniques

Studio, 3 Credit Hours

A variety of techniques is developed to communicate design intent from the designer to the client in a graphic form. Students are encouraged to develop individual presentation styles.

(ART 161, 162; IND 102, 113)

### **IND 304**

### Lighting I

Lecture, 3 Credit Hours

Lighting is presented as a decorative and functional element of design. Areas explored include light and texture, color, lighting sources, fixtures, schedules and switching patterns. Students develop reflected ceiling plans for small residential and commercial projects as well as designing and constructing their own original lighting.

(IND 102, 113, MAT 101. IND 311 must be taken as a prerequisite or concurrently)

# 20th Century Design

Lecture, 3 Credit Hours

A study of the evolution of twentieth century conceptual thinking in the creative fields of architecture and interior design. Lectures include subjects such as the Bauhaus, contemporary furniture design and profiles of twentieth century architects and designers.

(IND 206, 207: prerequisites for IND majors only)

### **IND 307**

# Seminar in Design Theory

Seminar, 3 Credit Hours

This course examines the ways in which architects, interior designers and theorists express and conceptualize the design process and their own creative expression. Readings are drawn from significant works, which form the basis for class discussion. Through written assignments, students develop skills in analyzing and conceptualizing interior design principles.

(ENG 101, 102; IND 102, 113)

### **IND 310**

# Commercial Design

Studio, 3 Credit Hours

Students are involved in the creative design of complex commercial spaces. Non-traditional spaces such as adaptive reuse projects and urban loft-style spaces may be incorporated into this course of study. Specification of architectural elements such as doors, windows and hardware will be included.

(IND 210, must be taken concurrently with IND 204)

#### **IND 311**

# CAD I

Studio, 3 Credit Hours

This course provides an introduction to general concepts of computer-aided design and drafting with emphasis on two-dimensional drafting applications such as floor plans, furniture plans and reflected ceiling plans.

(IND 102, 113)

### **IND 312**

### CAD II

Studio, 3 Credit Hours

Further study of the capabilities of computer-aided design with more sophisticated 2D techniques and with an emphasis on drawing objects in 3D. (IND 311)

# 3D Digital Modeling

Studio, 3 Credit Hours

The focus of the class is an introduction to three-dimensional design with emphasis on 3-D modeling skills, the use of color and texture, creation of virtual environments, and presentation techniques. Each student will select a complete interior to model as a design exercise. Familiarity with a variety of computer applications, such as page-layout software or image editing software is recommended but not essential. (IND 311, 312)

#### **IND 315**

# Sustainable Design

Studio, 3 Credit Hours (IND 310)

Students will gain an understanding of sustainable design principles as a means of promoting health and well-being through environmentally-conscious methods. Projects will vary to engage students in residential and commercial applications of sustainability using biomimicry, Cradle-to-Cradle principles, and LEED certification guidelines.

### **IND 320**

# Advanced Commercial Design

Studio, 3 Credit Hours

This course focuses on the specialized interiors required when planning for complex public environments such as hospitality-based venues and restaurants. Students develop concept statements, specifications, construction documents, and presentation materials. The semester culminates with a juried presentation to a panel of interior designers and architects. (IND 310)

# **IND 402**

### **Professional Practices**

Lecture, 3 Credit Hours

Students become familiar with standard business procedures encountered in the practice of interior design from sales to estimating and quotation writing. Ethics, professional organizations and the NCIDQ exam are also topics included in discussion. (IND 210)

### **IND 403**

### Advanced Materials & Detailing

Lecture. 3 Credit Hours

Coordination of interior details and section drawings will be discussed and practiced with the students' individual furniture and lighting designs emphasized. (IND 203, 210)

# Lighting II

Lecture, 3 Credit Hours

An advanced examination of lighting principles is the focus for this course with special emphasis on specific lighting problems. Lighting needs for restaurant, commercial, and other specialty locations will be included. (IND 304)

### **IND 405**

# Internship

3 Credit Hours

The student will work a total of 120 hours with a residential or commercial design firm or architectural firm to gain a wide range of experience in a professional setting. The experience is chronicled in a weekly journal with a summary of the internship required at the end of the semester. The mentor completes an evaluation of the student. (IND 311 + Permission of Instructor)

### **IND 406**

# Portfolio Design

Seminar, 3 Credit Hours

This course provides the opportunity for interior design students to develop a professional portfolio. Emphasis is placed on organizing a strong body of work focused on a plan dictated by the students' individual career goals. (IND 320)

# **IND 410**

### Thesis Research

Seminar, 3 Credit Hours

This course deals with more advanced research methodology related to the design process. Through selected readings, three-dimensional projects and individually selected research topics, a thesis question is generated culminating in a tangible project during the following semester.

(IND 320. IND 313 must be taken concurrently or as a prerequisite)

#### **IND 420**

# **Thesis Project**

Studio, 3 Credit Hours

The research from IND 410 forms the springboard for this semester-long project of the student's choice. Instruction and guidance will be given by the course instructor. The project is presented mid-semester for critique, as well as at the end of the semester to a jury of professionals from the design and architectural community. A public exhibit of the Thesis Projects follows the final presentations to the jury. If a student fails IND 420, he/she must retake IND 410 as well as IND 420 even if IND 410 has previously been passed.

(IND 410. ART 164 must be taken concurrently or as a prerequisite)

# **Department of Photography**



### Mission

The Department of Photography is a studio-based program where students develop a fluency in the medium through understanding photographic processes and materials, critical thinking, and creative techniques. Graduates of the program are prepared to begin careers as professional artists, continue their education through the pursuit of an MFA degree, or apply their skills to positions within professional or commercial fields such as arts organizations, galleries, and museums, or studios.

# The Program

The Bachelor of Fine Arts Degree in Photography offers an exploration of personal image making and an examination of contemporary and historical photographic practices and traditions. The department incorporates a rigorous program that reinforces an outstanding foundation in fine arts and general education and gives the student a well-rounded education preparing them for a career in photography. Through critique, demonstration, and discussion, students are engaged in a program that concentrates on technical competence, critical thinking, and creative techniques. Faculty play a vital role as mentors and advisors to students as they progress through the program.

The photography program begins with visual arts foundations courses and the fundamentals of black & white photography classes, color photography, and the history of photography. The digital imaging and experimental video courses prepare students to embrace technology and multimedia art, while the alternative processes course builds an understanding of historical techniques in contemporary practice. Studio lighting courses combine technical expertise in artificial lighting with creative interpretation for commercial and fine art photography. During the senior year, students research critical writings, prepare a thesis exhibition and paper, and investigate photographic professional practices. The department also assists students as they seek internships with photographers and professional organizations to further prepare them for their transition to a professional career.

# Faculty

Robin Paris (2003) – Associate Professor and Chair – BA (1988) The Evergreen State College; MFA Photography (1993) Savannah College of Art and Design

Joy McKenzie (1999) – Professor – BFA Photography (1988) Kansas City Art Institute; MFA Photography (1998) Southern Illinois University at Carbondale

# Curriculum

Curriculum					
Bachelor of Fine Arts in Photography 120 Credit Hours					
Visua	I Arts	12 Credit Hours			
ART	161	2-D Design/Color Fundamentals	3		
	162	<u> </u>	3		
	163	<u> </u>	3 3		
	164	4-D Design (Time Based Media)	3		
Visua	I Arts	12 Credit Hours			
	Electi		12		
Photo	graph	y Major	48 Credit Hours		
	101	Photography: A Cultural Lens	3		
PHO	102	A Critical Introduction to Photography	3		
PHO	121	Photography I	3 3		
PHO	231	Photography II	3		
PHO	232	Photography III	6		
PHO	241	Introduction to Lighting	3		
PHO		Digital Imaging	3		
PHO		Portfolio Review	0		
PHO		Applied Lighting	3		
PHO		Experimental Video			
РНО		Alternative Processes	3		
	3XX	Advanced Special Topic	3 3 3 3		
	481	Seminar	3		
	482	Critical Writing	3		
PHO	491	Degree & Professional Practices	6		
Gene	ral Edı	ucation Core Requirements	30 Credit Hours		
ANT	101	Anthropology			
ART	101	Art History Survey I	3 3 3		
ART	102	Art History Survey II	3		
COM		Fundamentals of Speech Communication	3		
<b>ENG</b>	101	English Composition I			
<b>ENG</b>	102	English Composition II	3		
HIS	101	History of World Civilization I	3 3 3 3 3		
HIS	102	History of World Civilization II	3		
MAT	101	Mathematics for Visual Arts (or test out)	3		
SCI	310	History of Scientific Thought	3		
General Education Elective Explorations			18 Credit Hours		
ART	221	Modern Art History	3		
ART	321	Contemporary Art	3		
	General Education Electives 12				
Total Hours			120 Credit Hours		

# Plan of Study \*

Bachelor of Fine Arts in Photography

### First Year

ART 101 Art History Survey I

ART 161 2-D Design/Color Fundamentals

ENG 101 English Composition I

PHO 121 Photography I

COM 220 Fundamentals of Speech Comm

(15 credit hours)

# **Second Year**

ART 163 3-D Design

PHO 101 Photography: A Cultural Lens

PHO 232 Photography III (6)

General Education Core or Elective

(15 credit hours)

ART 162 Drawing I ENG 102 English Composition II

ART 102 Art History Survey II

PHO 231 Photography II

General Education Core or Elective

(15 credit hours)

ART 164 4-D Design

PHO 102 A Critical Introduction to Photo

PHO 241 Introduction to Lighting

PHO 251 Digital Imaging

General Education Core or Elective

PHO 300 Portfolio Review

(15 credit hours)

### **Third Year**

ART 221 Modern Art History PHO 342 Applied Lighting

PHO 352 Experimental Video

General Education Core or Elective

Studio Elective #1

(15 credit hours)

ART 321 Contemporary Art History PHO 361 Alternative Processes PHO 371 Advanced Special Topics PHO 482 Critical Writing General Education Core or Elective

(15 credit hours)

### **Fourth Year**

PHO 481Seminar

General Education Core or Elective General Education Core or Elective

Studio Elective #2

Studio Elective #3 (15 credit hours)

PHO 491 Degree & Prof Practices (6) General Education Core or Elective General Education Core or Elective Studio Elective #4 (15 credit hours)

(Visual Arts or General Education and some Photography classes may be taken in the summer.)

\* Although this Plan of Study describes a 4-year completion schedule, full-time students who work while attending the institution, or who for various reasons cannot manage a 15-credit-hours-per-semester workload may alternatively plan to complete the degree program in 4-1/2 or 5 years. A majority of WCAD students have historically made the decision to complete their Plan of Study in 5 years. Since Watkins charges tuition by the credit hour rather than by the semester, the total cost of tuition remains the same regardless of whether the student completes the BFA in 4, 4-1/2, or 5 years.

# **Photography Course Descriptions**

(Prerequisites are listed in parentheses.)

### **PHO 101**

# Photography: A Cultural Lens

Lecture, 3 Credit Hours

This course is a survey of the important events, ideas, images, and photographers in photographic history. Course information will cover the invention of the camera and its impact on art and culture; major movements in photography; and significant artists from early development through contemporary works. (ART 101, 102)

### **PHO 102**

# A Critical Introduction to Photography

Lecture. 3 Credit Hours

Course lectures concentrate on artists, essays, and an introduction to critical analysis of photographic genres and contemporary works. Students explore all aspects of the medium through discussion and individual research. (PHO 101)

### **PHO 121**

# Photography I

Studio, 3 Credit Hours

An introduction to basic photography, providing a foundation in photographic techniques and artistic aesthetics. Emphasis is on developing strong technical skills with the 35mm camera and traditional chemical or digital practices as well as developing critical awareness of the photographic medium through assignments and critiques.

#### **PHO 231**

# Photography II

Studio, 3 Credit Hours

An introduction to the materials and techniques of color photography. Students use 35mm, medium format, and view cameras for assignments. Lectures explore color theory, technical aspects of chrome and negative films, color correction, and software applications for digital printing. The study of color photography is examined through group critiques, lectures, and discussions of contemporary photography. Students learn essential information needed to work successfully in color photography while concentrating on creative development. (PHO121)

### **PHO 232**

# Photography III

Studio, 6 Credit Hours

This course introduces advanced technical skills for black & white photography. Students develop mastery of the Zone System, advanced processing formulas for paper and film, and toning techniques. Digital Zone System printing techniques and digital camera operation and exposure control are also introduced. Using advanced photography skills, students create a technical notebook and a body of work demonstrating technical achievement and individual expression. (PHO 231, *Photo Majors only, or by special permission from Department Chair*)

### **PHO 241**

# Introduction to Lighting

Studio, 3 Credit Hours

This is an intensive course in artificial lighting techniques. Lectures and demonstrations introduce students to tungsten and strobe lighting and its application to commercial and fine art photography. Students learn to control artificial light sources by applying learned skills to studio and location assignments. Emphasis is on technical control and creative applications for product, portrait, editorial and fine art visual communication. (PHO 121, PHO 231, PHO 232, ART 163; taken concurrently with PHO 251)

### **PHO 251**

# Digital Imaging

Studio, 3 Credit Hours

This is an introduction to creative uses of image-editing and web-based software. Students learn advanced image-making techniques using Macintosh computers, flatbed and film scanning equipment, and professional printers. Students investigate the growing use of digital imagery and the Internet, and their influence on photography and culture. Works by contemporary artists who use digital media are introduced. (ART 161, PHO 121)

# **PHO 300**

#### Portfolio Review

Does not earn academic credit

Student work from PHO 121, 231, 232, 241, and 251 will be reviewed each year by Photography Faculty. Students will not be allowed to enroll in upper level photography courses until they pass this review.

(PHO 121, 231, & 232, and all foundation classes; must be taken concurrently with ART 164, PHO 241, & PHO 251)

### **PHO 342**

# **Applied Lighting**

Studio, 3 Credit Hours

Building on Introduction to Lighting, students develop a portfolio of advanced work using artificial lighting techniques. The portfolio consists of self-defined projects for commercial or fine art photography. Students participate in group critiques and discussions emphasizing technical skill, creativity, and presentation. (PHO 300)

### **PHO 352**

# Experimental Video

Studio, 3 Credit Hours

This course is designed to expand students' understanding and skills in photography into a time-based media. Class lectures discuss video artists and the impact of video art on photography and culture. Students learn to operate the video camera and edit audio and video using software for final presentation.

(ART 164, PHO 300)

### **PHO 361**

### Alternative Processes

Studio, 3 Credit Hours

Students learn to make digital negatives and positives, and prepare chemicals and paper for Cyanotype, VanDyke, and Platinum-Palladium and other alternative processes. Lectures, demonstrations, and group critiques explore the visual possibilities of these processes. (PHO 251)

### PHO 3XX

# **Advanced Special Topics**

Studio, 3 Credit Hours

This course introduces students to a variety of photographic genres. The class will concentrate on one topic such as documentary, experimental camera, artist's books, and printmaking for photography, or organized Study Abroad trips. Students explore personal image making through self-assigned projects and discussions on ideas, content, and critical theory as it applies to the class topic and their own work. This course may be repeated.

(Prerequisites will vary depending upon course topic)

### **PHO 391**

# Internship

3 Credit Hours

This course provides pre-professional experience in photography. It places photography majors into a relationship with a sponsoring entity within the public, private, corporate, or government sector. It is expected that, under the guidance of a designated supervisor, the student will perform assignments typical of and contributing to the normal activities of the sponsor. (Advisor's approval)

#### PHO 481

# Seminar

Studio, 3 Credit Hours

Students explore new concepts and techniques and develop a body of work that carries over into their degree work. Professional practices are introduced. (PHO 300, PHO 371; may be taken concurrently with PHO 342 or PHO 352)

### **PHO 482**

# **Critical Writing**

Studio, 3 Credit Hours

Students research issues in contemporary photography and artists as they apply to their area of interest. Assigned readings, discussions, and lectures will concentrate on theory and criticism. Assignments integrate the students' work into historical and contemporary art.

(PHO 300; may be taken concurrently with ART 321)

### **PHO 491**

# Degree & Professional Practices

Studio, 6 Credit Hours

Building on Seminar & Critical Writing, this course provides practical experience in preparing and producing a body of artwork for exhibition. Students continue to explore professional practices and business applications in preparation for a career in the arts. Students write a thesis paper, produce a body of work for exhibition, and make a public presentation to fulfill graduation requirements. (All required PHO classes)

# The BA Program



The Bachelor of Arts in Art works in concert with the General Education Curriculum to provide the student with a rich critical matrix to understand developments in the visual arts. This degree is structured around a broadly based framework in the humanities from which students can pursue a concentration in one or more of the disciplines represented by the BFA degree programs. The program will also prepare students to apply for graduate work in a wide variety of areas, knowing that they have an intellectually diverse background to meet the challenges of the twenty-first century. Students in the BA program will choose a concentration from the list provided below:

# **Photography**

The Photography Concentration is meant to provide the student with ample background knowledge in the history of photography as well as a basic set of photographic skills. The photograph has become the *lingua franca* of our media age.

### Film

The Film Concentration introduces students to the history of film and helps them develop a strong skill set in understanding the complexity of film work and work flow.

# Painting & Drawing

The Painting Concentration is meant to provide the student with a full range of skills to make additions to the rich history and cultural complexity of this tradition. Students can also investigate museums and galleries in the city and region.

# **Drawing & Printmaking**

The Printmaking Concentration allows students to explore and investigate the potential of this popular medium.

### Ceramics

The Ceramics Concentration allows an investigation of the materiality of clay and glass along with a critical emphasis on historical and theoretical underpinnings. Students will also become familiar with key artifacts and movements in this growing fine art area.

# Time Based Media

The Time Based Media Concentration allows students to consider ways in which the fourth dimension can become a powerful investigative tool in the hands of the artist. It also emphasizes ways in which time can be used in non-cinematic contexts.

# Sculpture

The Sculpture Concentration allows students to investigate the artistic potential of this three-dimensional medium using both additive and subtractive methods as well as mold making.

# Curriculum

Bache	elor of A	120 Credit Hours	
Gene	ral Edu	30 Credit Hours	
ANT ART ART COM ENG ENG HIS HIS	101 101 102 220 101 102 101 102	Anthropology Art History Survey I Art History Survey II Fundamentals of Speech Communication English Composition I English Composition II World Civilizations I World Civilizations II	3 3 3 3 3 3 3
SCI	101 310	Mathematics for Visual Arts (or test out) History of Scientific Thought	3
Art Hi		Madaya Aut Hataw	15 Credit Hours
ART ART ART Art His	2XX 321 story E PHO	, ,	3 3 6
		Core Requirements	12 Credit Hours
ART ART ART ART	161 162 163 164	<ul><li>2-D Design/Color Fundamentals</li><li>Drawing I</li><li>3-D Design</li><li>4-D Design (Time Based Media)</li></ul>	3 3 3 3
Studio Fundamentals			21 Credit Hours
ART ART ART ART FLM IND PHO	231 241 251 261 103 101 121	Sculpture I Painting I Clay I Printmaking I Elements of Film Art Design Fundamentals Photography I	3 3 3 3 3 3 3

# (BA in Art Curriculum, continued)

# **Studio Concentration**

12 Credit Hours

Choose 12 hours (4 courses) from courses in one of the following areas of concentration:

Film

Ceramics

Painting & Drawing

Drawing & Printmaking

Time Based Media

Photography

Sculpture

**General Education (Non-Art) Electives** 

15 Credit Hours

Electives

15 Credit Hours

**Total Hours** 

120 Credit Hours

At least 30 Credit Hours must be earned in upper-level (300/400 level) courses.

# Plan of Study

Bachelor of Arts in Art

### **First Year**

ART 101 Art History Survey I
ENG 101 English Composition I
ART 161 2-D Design / Color Fundamentals
HIS 101 World Civilization I
FLM 103 Elements of Film Art
(15 Credit Hours)

ART 102 Art History Survey II ENG 102 English Composition II ART 162 Drawing I HIS 102 World Civilization II ART 163 3-D Design (15 Credit Hours)

# **Second Year**

SCI 310 History of Scientific Thought ART 221 Modern Art History ANT 101 Anthropology ART 164 4-D Design IND 101 Design Fundamentals (15 Credit Hours) MAT 101 Mathematics for Visual Arts ART 2XX Special Topics Series COM 220 Fund of Speech Comm ART 231 Sculpture I ART 241 Painting I (15 Credit Hours)

### **Third Year**

ART 321 Contemporary Art History
Art History Elective
Concentration I
PHO 121 Photography I
ART 261 Printmaking I
(15 Credit Hours)

Art History Elective
ART 251 Clay I
General (Non-Art) Elective
General (Non-Art) Elective
Concentration II
(15 Credit Hours)

# **Fourth Year**

Concentration III
General (Non-Art) Elective
General (Non-Art) Elective
Elective
(15 Credit Hours)

Concentration IV
General (Non-Art) Elective
Elective
Elective
Elective
(15 Credit Hours)

# **Bachelor of Arts Course Descriptions**

Course Descriptions for the Bachelor of Arts degree program can be found in the sections of the catalog which describe the BFA program curricula, and in the separate section which describes the General Education curriculum. The courses taken for academic credit within the Bachelor of Arts degree program are the same as those taken for credit within the BFA programs. However, the sequencing and curricular structure has been changed to meet the different program requirements of the Bachelor of Arts in Art degree program.

# **General Education**



The General Education Program at Watkins serves a fundamental and foundational role in the institution's pursuit of its mission (see page 6). Specific required and elective courses in communications, humanities, and the sciences enable students to progress comprehensively through the curriculum, entering the advanced courses in their major programs as critical, analytical thinkers able to understand and solve problems. These students will have also developed a perspective relative to those problems in their historical, cultural, and physical context, and they will be able to express their thinking about those problems as effective writers and speakers. Other specific required and elective courses in General Education provide a fundamental Visual Arts Core curriculum that, taken together, insure that students understand and are proficient in the basic principles and applications that form the necessary foundation for students to succeed in their major programs as artists, designers, photographers, or filmmakers.

Each course in General Education is designed to focus specific learning objectives to meet the goals outlined above. Similar and complementary learning objectives are also found within all courses offered in the academic major programs. The learning relationship between General Education and academic major programs is direct, significant, and critical to the institution's commitment to its mission. All degree-seeking students at Watkins, regardless of their academic major, must successfully complete the General Education program. Watkins will accept appropriate transfer credit for courses in General Education. See page 97-98 for more information.

# Faculty

Ellen Meyer (2008) – President – BA Art History and Theory (1970) The George Washington University; MA Art History and Theory (1974) The George Washington University

Cary Beth Miller (2008) – Assistant Professor and Director of General Education and the BA Program – BA English (1997) University of Tennessee; MA English (2005) Tennessee State University

William Martin (2008) – Assistant Professor of Art History – BA Art History (2002) Sewanee, the University of the South; MA Art History (2005) State University of New York at Stony Brook

# Curriculum

General Education 60 Credit Hours

(Prerequisites are shown in parentheses.)

General Education Core Requirement			30 Credit Hours
ANT	101	Anthropology	3
ART	101	Art History Survey I	3
ART	102	Art History Survey II	3
COM	220	Fundamentals of Speech Communication	3
ENG	101	English Composition I	3
ENG	102	English Composition II	3
HIS	101	World Civilizations I	3
HIS	102	World Civilizations II	3
MAT	101	Mathematics for Visual Arts (or test out)	3
SCI	310	History of Scientific Thought	3

# General Education Elective Explorations\*

Selec	t Three	e Courses	9 Credit Hours
ART	221	Modern Art History (ART 102)	3
ART	2XX	Art History – Special Topics Series (ART 102)	3
ART	321	Contemporary Art History (ART 221)	3
ENG	310	Creative Writing (ENG 102)	3
ENG	410	Classical Literature	3
ENG	420	The Other in Literature	3
HUM	201	Art & Design Explorations Abroad (ART 102)	3
HUM	220	World Mythologies	3
FLM	201	The Early Development of Cinema	3
FLM	202	Modern International Cinema	3
FLM	271	Special Topics in Film	3
GRD	101	History of Graphic Design I	3
GRD	102	History of Graphic Design II	3
IND	206	History of Architecture & Interiors I (ART 161)	3
IND	207	History of Architecture & Interiors II (ART 161)	3
IND	305	20 <sup>th</sup> Century Design (ART 161)	3
PHO	101	Photography, a Cultural Lens (ART 101, 102)	3
PHO	102	A Critical Introduction to Photography	3
PHL	220	Introduction to Philosophy	3
PHL	301	Ethics	3

<sup>\*</sup>Some of these courses may be required by a student's major.

Visual Arts Core Requirement			12 Credit Hours
ART	161	2-D Design/Color Fundamentals	3
ART	162	Drawing I	3
ART	163	3-D Design	3
ART	164	4-D Design (Time Based Media)	3

# (General Education Curriculum, continued)

# **Visual Arts Elective Explorations\***

Select Three Courses 9 Credit Hou			
ART	165	Drawing II (ART 162)	3
ART	201	Figure Study I (ART 112)	3 3 3 3 3 3
ART	202	Figure Study II (ART 112)	3
ART	231	Sculpture I (ART 161,162,163,164, PHO 121)	3
ART	241	Painting I (ART 161, 162)	3
ART	251	Clay I (ART 161, 162, 163)	3
ART	252	Clay II (ART 164, 251, PHO 121)	3
ART	261	Printmaking I (ART 161, 162, 163, 251)	
ART	335	Time Based Media II (ART 231)	3
FLM	103	Elements of Film Art	3
FLM		Tech I (FLM 103, PHO 121)	3
FLM		Intro to Screenwriting (ENG 102, FLM 103)	3
	210	Film Prod'n Design (ENG 102, FLM 103, 112)	3 3
FLM	262	Acting for Directors	3
GRD		Graphic Design I (ART 161, 162)	
GRD		Typography I (ART 161, 162)	3
GRD	321	Illustration I (ART 161, 162)	3
IND	101	Design Fundamentals	3
IND	111	Architectural Drawing I	3
		G	
PHO	121	Photography I	3
PHO		Photography II (PHO 121)	3 3 3
PHO		Digital Imaging (ART 161, PHO 231)	3
PHO	352	Experimental Video (ART 164, PHO 251)	3

<sup>\*</sup>Some of these courses may be required by a student's major. Visual Arts Elective Explorations courses are open to all students on a space available basis with majors within the discipline having first priority.

# **General Education Total Hours**

**60 Credit Hours** 

# General Education Course Descriptions

(Prerequisites are listed in parentheses.)

### **ANT 101**

# Anthropology

Lecture, 3 Credit Hours

An overview of key elements in the study of primitive cultures, with an emphasis on selected primitive societies, their basic belief systems, myths, and values thereby generating respect for diversity.

Required for students in all majors.

### **COM 220**

# Fundamentals of Speech Communication

Lecture, 3 Credit Hours

Principles and practices of effective oral communication. Readings, lectures, and inclass exercises focusing on the preparation and delivery of four major presentations. Emphasis is on research and critical thinking to develop and support ideas, effective organizational and presentational techniques, ethics and responsibilities in public communication, effective listening, and insightful critique.

Required for students in all majors.

### **ENG 101**

# **English Composition I**

Lecture, 3 Credit Hours

An overview of the conventions of grammar and an emphasis on effective expository & persuasive writing, with attention given to the principles of research techniques and expressing thoughts and ideas clearly.

Required for students in all majors.

### **ENG 102**

# **English Composition II**

Lecture, 3 Credit Hours

A continuation of English Composition I with emphasis on the principles of professional and technical writing as well as extended exercises on research methods and critical thinking.

Required for students in all majors.

(ENG 101)

### **ENG 210**

### Classics of Modern Literature

Lecture, 3 Credit Hours

A study of selected classics of nineteenth or twentieth century literature, with an emphasis on works that have been adapted to other art forms. Topics of concentration vary.

#### **ENG 310**

# **Creative Writing**

Lecture, 3 Credit Hours

An introduction to the art of writing. Various genres such as poetry, fiction, drama, and others may be explored or emphasis may be given to one specific genre as it relates to the arts.

(ENG 102)

### **ENG 311**

# Advanced Creative Writing

Lecture, 3 Credit Hours

An intensive, specialized writing course focusing on developing an appreciation of genres of creative writing and on providing students with instruction, practice, and critique of their efforts as emerging creative writers.

(ENG 310 or Permission of Advisor and Instructor)

### **ENG 350**

### Southern Gothic Literature

Lecture, 3 Credit Hours

This course is a study of selected works in the Gothic tradition of literature of the American South, with an emphasis on works that have been adapted to other art forms.

### **ENG 410**

### Classical Literature

Lecture, 3 Credit Hours

This class is a study of a select group of literary gems from a wide variety of classical sources from the Greeks to the Romans. Some related material from other cultures may be included for context.

### **ENG 420**

# The Other in Literature

Lecture, 3 Credit Hours

A class devoted to the study of selected literary works which emphasize non-traditional voices and outsider art.

### **HIS 101**

# History of World Civilization I

Lecture, 3 Credit Hours

A survey of the cultural, social, economic, and political aspects of significant civilizations from prehistory through the seventeenth century.

Required for students in all majors.

### **HIS 102**

# History of World Civilization II

Lecture, 3 Credit Hours

A survey of the cultural, social, economic, and political aspects of significant civilizations from the eighteenth century to the present.

Required for students in all majors.

### **HUM 201**

# Art & Design Explorations Abroad

Lecture, 3 Credit Hours

A first-hand encounter with one or more major centers of art and culture in foreign nations, emphasizing art and design values. (ART 102)

### **HUM 220**

# World Mythologies

Lecture, 3 Credit Hours

A study of myths, legends, and their related images in order to clarify modern belief systems. Particular emphasis is placed on visual depictions of myths and the use of mythology in storytelling.

### **HUM 275**

# Contemporary International Cinema

Lecture, 3 Credit Hours

A film-based course designed to acquaint the student with trends in recent world cinema. Movements and genres which reflect their culture of origin will be noted, as well as specific directors who typify and are synonymous with a specific nation or society. Transnational collaborations will be of specific interest. The term, "third cinema" will be examined as it relates to the way particular national and regional cinemas challenge the dominance of the Hollywood style. Movements in International Cinema such as: Dogme 95, New Iranian Cinema, Bollywood, Japanese Horror, Asian Action and Brazilian Post-Cinema Novo will be examined, as well as specific European genres. Students will view film and use the tools of criticism and personal reaction to gauge the effect and importance of these cinematic reflections of international culture and politics.

### **MAT 101**

# Mathematics for Visual Arts

Lecture, 3 Credit Hours

A study of basic mathematics, algebra, and geometry as these show demonstrated use in modern life with applications to art and design. Students may test out of this class by achieving a passing score on a battery of tests given during the first week of the semester. Students who successfully test out will not earn academic credit for the course, but will be required to take a three credit hour elective course to replace the hours required for their degree programs.

Required for students in all majors.

### **PHL 220**

# Introduction to Philosophy

Lecture, 3 Credit Hours

A survey of the basic issues and problems of philosophy through selected readings in the works of leading philosophers from the ancient Greeks to contemporary thinkers.

## **PHL 301**

### **Ethics**

Lecture, 3 Credit Hours

Introduces students to basic approaches to ethics and morality from a multicultural perspective

# **PHL 350**

### **Aesthetics**

Lecture, 3 Credit Hours

A study of the philosophy of art from ancient times to the present providing a developmental history of theories concerning the art object, creativity, beauty, genius, and the modern and postmodern aesthetic theories that form the intellectual context of much contemporary art.

# PHL 3XX - Series Topics in Philosophy Lecture, 3 Credit Hours

### **SCI 310**

# History of Scientific Thought

Lecture, 3 Credit Hours

An examination of some of the breakthrough theories in the history of science, and of the minds that conceived them. The effect upon society and culture of these thinkers, as well as the general course of empirical thinking is addressed.

Required for students in all majors.

# Student Life



College life is more than what is learned inside the classroom. The mission of the Office of Student Life is to identify and provide learning opportunities designed to enhance the student experience at Watkins College of Art, Design & Film. The Office of Student Life strives to create an environment of inclusion, safety, involvement, and community to produce successful practicing artists. The office manages the following: academic support, career planning, disability services, counseling, housing, international student advisement, orientation, recreation, student retention, student activities, and student health and wellness. Academic Support can be provided through the Office of Student Life including access to writing labs and subject tutors as well as other accommodations.

# Student Housing and Residence Life

Watkins has on-campus apartment style housing. Hawkins Hall and Turner Hall each contain twelve apartment style units, each unit having a fully furnished four bedroom, two bath arrangement with a full kitchen. All major appliances, living room furniture, and a washer and dryer are provided. Each resident's private bedroom has a twin bed, desk, and a chest of drawers. In addition, each apartment contains a kitchenette set as well as a sofa and chair. Amenities also include high speed internet access as well as cable in each bedroom and in the main common area. Watkins housing is staffed by four Resident Assistants who are supervised by the Director of Student Life. Members of the residence life staff also work closely with security and maintenance staff to keep the area safe and secure.

Students who are first time attendees under the age of twenty, whose permanent address is fifty or more miles from campus, have a residency requirement to live in Watkins on-campus apartments (pending availability). Following student acceptance, a packet of housing information is sent to all students. Receipt of a signed housing contract and deposit secures a space. Acceptance is based on a first-come, first-served basis. Once all units are full, students will be put on a waiting list according to the date in which deposits are received. Students will be contacted by early July regarding their housing status.

Students who have completed their first year in on-campus housing are welcome to choose alternate living arrangements, either remaining in Watkins on-campus housing (pending availability and good judicial standing), or off-campus housing. The Office of Student Life receives information periodically regarding roommate requests and posts them on the on-line bulletin board, via email or on the housing requests board in the 500 hallway. Students needing assistance should contact the Office of Student Life with any questions or to schedule an appointment. Students may also email the office at studentlife@watkins.edu.

# **Career Planning**

The Career Services Office assists current students and alumni with the management of career planning, focusing on resume building strategies. Students and alumni receive information about jobs, internships, and volunteer opportunities that relate to their major. The office establishes and maintains relationships with organizations and businesses in the Nashville visual arts community, which provide direct opportunities for Watkins students.

The goal of the Career Services Coordinator is to provide students with "real world" opportunities related to their field of study. Some of these opportunities will be eligible for students to use as academic credits. Academic Internships approved by the department chairs of each respective program are usually available to student at the junior and senior level.

Services include: resume consultation, career workshops and seminars, online job postings, weekly *Student Email Newsletter* that includes job opportunities and listings of available internships.

Watkins students are encouraged to get involved with the community through the many opportunities presented by the Career Services Office. These experiences will help to build their resumes prior to graduation.

# **Disability Services**

The Office of Student Life serves as the point of contact for any student who wishes to report disabilities, and works with both students and faculty to make reasonable accommodations. Students who would like to report a disability should contact the Office of Student Life at 615.388.4848 for further information.

# Personal Counseling and Advising Services

Watkins College of Art, Design & Film recognizes that sometimes, personal problems can cause stress and affect performance in the school setting. Watkins has a partnership with an area counseling practice, which would cover the cost of the first three visits. The counseling service through Watkins is a professional counseling service offered off site, which is designed to help students identify problems and seek solutions. The program is a pre-paid service to students and their immediate families – providing three face-to-face sessions at no cost to the student.

The program provides assistance in most personal problems such as drug/alcohol abuse, depression, anxiety, relationship conflict, problems caused by legal/financial worries, abuse and many others. When students feel or believe that a problem exists and want the assistance of a professional counselor, they may contact the Office of Student Life or refer themselves. Watkins College of Art, Design & Film will not know or ask the names of students who access the program. Absolute confidentiality is of the utmost importance and privacy is respected. Students currently enrolled in the College

are covered. Once identified, the counselor will recommend a helping plan to resolve the problem. Most problems are identifiable and a plan for achieving resolution developed within the three pre-paid sessions. Beyond these three sessions, the counselor may make a referral to another appropriate service or continued visits.

Students may call the Association for Guidance, Aid, Placement and Empathy (AGAPE) at 781-3000 to speak with an intake counselor and to schedule a first appointment. Visitation hours are Monday through Friday at 4555 Trousdale Dr., Nashville, TN 37204.

For questions about the program, students may seek the advice of the Director of Student Life who will keep all matters confidential and can refer the student to the appropriate contact or can refer the student to other resources.

# International Student Advising

International Students accepted to Watkins as full-time students may have special needs regarding cultural, social, and student status issues. The Office of Student Life provides students with assistance on these matters and serves as the main point of contact for International Student Information.

# Medical Insurance

Watkins can provide contact information for students seeking health insurance coverage. Watkins has information from *The Sentry Student Security Plan*. Students should contact the Director of Student Life for a brochure or for additional information, including contact numbers.

#### Orientation

The Office of Student Life coordinates the new student orientation program. All incoming students are required to attend an orientation program, held immediately before classes begin in both Fall and Spring semesters. The program welcomes new members to the student community and aids them in a seamless transition to Watkins College of Art, Design & Film.

### Student Activities

The Office of Student Life is also responsible for student activities, student government, and student organization development.

The Office advises the student government body – the Watkins Student Government Association – which represents all academic majors. The Student Government Association is a group of students selected by their peers to represent student concerns. The Association focuses on institution, department, and community needs. Its mission is to promote interaction and cohesiveness among students, faculty, and staff

while improving learning and working environments within the College. The Association also recognizes the importance of cooperation and interaction between the College and the surrounding community and assists with community service and social activities of the College. Examples of programs that have been organized with the assistance of the Office of Student Life are: Open Mic Series, Black History Month Discussion, Community Service Programs, semi-annual Yart Sales, and Fall Festival. Students interested in starting new campus initiatives to enhance student life should contact the Director of Student Life.

# **Student Organizations**

The Office also advises and encourages the creation of Watkins-sponsored student organizations. Student Organizations provide a valuable service to the College community by promoting leadership development, community spirit, activism, public spirit, and social and cultural interaction. Students are encouraged to start their own organizations and to achieve recognition as an official Watkins student organization. For information on how to start an organization at Watkins, students should contact the Student Life Office by stopping by the office or calling for more information.

Current Student Organizations:
American Advertising Federation College Chapter
American Institute of Graphic Arts, AIGA
American Society of Interior Designers, ASID
International Interior Design Association, IIDA
Progressive Artists League
Swivett Effect
Watkins Student Government Association
The Tower, the student newsletter
Society of Motion Picture and Television Engineer – Student Chapter, SMPTE

### **YMCA**

All Watkins students receive a special reduced rate from all area branches of the Middle Tennessee YMCA. Students may obtain a rate for a center-only membership or get a city-wide membership. Students need only to present a valid Watkins student I.D. to receive reduced membership rates and a waiver of the joining fee. The Northwest YMCA is conveniently located within five minutes of Watkins at 700 Ashland City Highway. Students are encouraged to utilize this neighboring facility. For more information, students may contact the Director of Student Life.

### The Café—Avante Grille

The Avante Grille, commonly referred to as the café, is the campus eatery at Watkins. Students are able to purchase a wide selection of healthy food and the café is generally open for breakfast, lunch, and dinner. Owners of the café are also strong supporters of students and student initiatives.

# Security

Every effort is made to keep the Watkins campus a safe and secure environment. Security is provided on the campus with an overnight guard located in the main building who surveys the entire campus overnight. Security cameras are also placed throughout the campus to provide additional security measures.

### Area Resources

Within its fifty-five acres, the Cheekwood Botanical Garden and Museum of Art is a complex institution rich with history, beautiful gardens, and fine art. The Botanical Garden showcases fine horticultural collections, acclaimed for their diversity and quality. The Museum of Art presents American and European art and is recognized as a center for contemporary art in the Southeast. These collections reside in one of the grandest estates in Nashville, the former Cheek residence. Named to the National Register of Historic Places, the mansion and the original boxwood gardens are an amazing work of architecture and design and the ideal setting for the gardens and art museum. Additional information regarding Cheekwood is available at <a href="www.cheekwood.org">www.cheekwood.org</a> or 615. 356.8000. All Watkins students are given free memberships to Cheekwood Botanical Garden and Museum of Art as a courtesy of the Brownlee O. Currey Foundation. Students only need to present a current Watkins student ID to enter. For additional information, contact the Office of Student Life.

The Frist Center for the Visual Arts is a nonprofit art exhibition center, with approximately 24,000 square feet of gallery space dedicated to presenting the finest visual art from local, state and regional artists, as well as major U.S. and international exhibitions. The Frist is found in what was formerly Nashville's historic post office, a city landmark that was placed on the National Register of Historic Places in 1984. Periodically, free college student nights are hosted by the Frist. Also, class groups are often given free access to certain museum exhibitions. For more information regarding hours or upcoming exhibits, students may go to <a href="https://www.fristcenter.org">www.fristcenter.org</a> or call 615.244.3440.

# **Academic Policies**



# Watkins College Catalog

This catalog's intent is to provide assistance for students who wish to enroll at Watkins. It contains general guidelines but is not intended to be inclusive of all policies and procedures or to be a contractual agreement. The College staff or the Board of Trustees may make corrections or updates to the content at any time, and may amend or change policies from time to time as necessary.

# Academic Calendar

Watkins College of Art, Design & Film operates on a semester system with a fifteenweek fall and spring semester. In addition, Watkins offers a three-week Maymester (students may enroll in one course, which meets five days a week) and an eight-week summer semester.

# Catalog of Entry

Students are bound by the catalog program requirements in existence at the time of their admission to degree-seeking status. However, they may elect to obtain their degree under the requirements of any subsequent catalog with the approval of their Department Chair and upon written notification to the Registrar. Should this approval not be granted, permission for any variance to catalog program requirements may be petitioned to the Vice President for Academic Affairs who has final authority for approval. Any decision made by the Vice President for Academic Affairs concerning variations from degree requirements, course order or other academic policies will not set a precedent for any other individual consideration or circumstance.

### Definition of a Credit Hour

A semester hour of credit represents at least three hours of work per week as recommended by the National Association of Schools of Art and Design. In studio courses, students can expect to devote one and one-half hours of productive work outside of class for every three hours spent in class. For example, a three credit hour studio course requires a total of nine hours of work per week: six hours in class, three hours outside of class. In lecture courses, a three credit hour course requires three hours in class and two hours of work outside of class each week.

### **Course Credit**

To earn credit for a class, a student must successfully complete course requirements as determined by a passing grade awarded by the instructor and must have met College

attendance requirements. During the fall and spring semesters, students may enroll in as many credit classes as can be managed personally and academically, up to fifteen credit hours. Students may register for up to three credit hours during Maymester and up to six credit hours during the summer semester. Students enrolled in at least twelve credit hours during the fall or spring semester are considered full-time for institutional purposes. Enrollment in at least six credit hours during the summer is considered full time for institutional purposes.

# Academic Advisors

All entering students are assigned an academic advisor who is a faculty member within their expected major area of study. Although students assume the primary responsibility for the selection of courses that meet all academic requirements for their degree, the academic advisor monitors academic progress and helps each student determine a plan for completing academic goals in a timely manner.

Students are responsible for maintaining regular contact with their advisors in order to be advised of changing course offerings and academic regulations. Academic advisors at Watkins are careful to provide accurate information but the advisor is not responsible for protecting the student against misunderstandings of College regulations and policies. The College, therefore, cannot be responsible for any errors of interpretation that advisors may make and it is essential that students familiarize themselves with the academic requirements of the program and the degree they are seeking.

An appointment may be made with the advisor at any time the student wishes to discuss a plan of study. All students must have their registration schedules approved by their advisor before registering.

# Plan of Study

A detailed plan of the courses required for completion of a degree should be developed by each student in close consultation with the academic advisor. The importance of the study plan is to ensure that a coherent sequence of courses is followed, including all of the appropriate academic requirements leading to graduation. It is essential that this plan be reviewed periodically with the faculty advisor because the advisor's informal approval of the study plan does not constitute a contract obligating the College to confer a degree. It remains at all times the student's responsibility to see that all applicable requirements are met. In order to avoid errors, the student is advised to keep a careful record of all college work, showing courses completed, courses in progress, when courses remaining to be taken will be attempted and the intended date of graduation. Students are cautioned to be sure that their courses are planned in appropriate sequence, with needed prerequisite courses completed prior to enrolling in advanced courses. Any change from a BFA program of studies into the BA degree program (or vice versa) will incur a \$25 Change of Program Fee.

Although the Plan of Study for each BFA degree program describes a 4-year completion schedule, full-time students who work while attending the institution, or who for various reasons cannot manage a 15-credit-hours-per-semester workload may alternatively plan to complete a degree program in 4-1/2 or 5 years. A majority of WCAD students have historically made the decision to complete their Plan of Study in 5 years. Since Watkins charges tuition by the credit hour rather than by the semester, the total cost of tuition remains the same regardless of whether the student completes the BFA in 4, 4-1/2, or 5 years.

# **Prerequisites**

All students are required to take all courses in the established prerequisite order. Proof of previous credit by official transcript is required before a student will be allowed to register for any course requiring a prerequisite, where that prerequisite credit was not taken at Watkins. In some cases, the student may be required to establish prerequisite proficiency by portfolio review.

# Credit by Examination

ADVANCED PLACEMENT (AP), COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

AP and CLEP examination scores may substitute for credit toward graduation to meet program requirements but carry no grade or quality points and are not used in factoring the GPA. Such credit will be granted in an area only if no college work in that area has been previously taken, either attempted or completed, except with special approval of the Vice President for Academic Affairs. Students may earn college credit for acceptable scores on the College Level Examination Program (CLEP) and the Advanced Placement Examinations (AP) of the College Entrance Examination Board. Students seeking to obtain college credit from these examinations must submit official score reports to the Office of the Registrar. Enrolled students are eligible to take CLEP tests but must obtain advance approval from the College. The CLEP Approval form is available from the Office of the Registrar. Test results are evaluated and recorded on a student's transcript if credit is awarded

Transfer students who were awarded AP or CLEP credit by a previous institution must provide official score reports from the College Entrance Examination Board. A listing of earned credits recorded on transcripts submitted from previous institutions does not constitute automatic acceptance without official score documentation.

# **TESTING OUT OF A COURSE**

Students wishing to test out of a course should contact the General Education Chair, Cary Miller at <a href="mailto:cmiller@watkins.edu">cmiller@watkins.edu</a>. Arrangements must be made to test out during the first week of a semester. A successful score does not entitle a student to credit for the class, but instead may select a different course taken for credit.

### **Dual Enrollment**

Watkins will offer for credit certain fundamental college-level courses to secondary school (high school) students in excellent academic standing (GPA of 3.0 or better). Secondary school students who have not yet received their high school diploma must complete a special admissions form, pay an application fee, provide their high school transcript, and have the recommendation of at least two of their high school teachers who have taught classes they have completed. Secondary school students who enroll in credit courses at Watkins College with the intention of transferring those course credits to other institutions must understand before they enroll at Watkins that each institution determines on its own what credits it will accept from other institutions. Officials at Watkins College, when requested, will assist students in determining in advance if Watkins credits will be accepted at other specific colleges and universities. Secondary school students who enroll in courses for credit at Watkins will be governed by the same academic rules and regulations that apply to regular undergraduate students at Watkins. They will be charged the same tuition and fees as regular undergraduate students. Additional information concerning Dual Enrollment, including a list of courses available under this program, may be obtained from the Admissions Office.

### **Transfer Credit**

General Policies on Transfer Credit from Other Institutions

Watkins College accepts transfer credit from colleges and universities that are accredited by organizations recognized by the Council for Higher Education Accreditation. Faculty, advisors, and other staff members at Watkins will provide informal assistance and consultation to prospective students about the possibility of transfer credits but these preliminary discussions are for general advisement purposes and are not official. The official evaluation and formal decision about General Education transfer credits must be completed by the Registrar. Evaluation of course work completed within the major will be performed by the Department Chair. The Registrar will complete the official evaluation only after a prospective student has a complete application on file at Watkins and his or her application is under review by the Admissions Committee. The applicant must provide official transcripts from every institution attended and any other documentation as requested by the Registrar or the College Admissions Committee. Courses successfully completed at another institution, meeting Watkins transfer credit criteria, will transfer, however not all transferred credit may be applicable to program requirements.

All questions of transfer credit are to be resolved prior to the end of the first semester of a student's enrollment at Watkins. While transfer credits count toward meeting program and graduation requirements at Watkins, they are not used in factoring the GPA. Credits transferring to Watkins may not be determined from a listing of transfer credits on the transcript of another institution. An official transcript from each institution attended is required. Transfer of credit for studio courses may require a portfolio review. Developmental, remedial, or other below college-level courses are not accepted for

transfer credit. Courses in which an applicant earned a grade below a C ( 2.0 on a 4.0 scale, or the equivalent) are not accepted for transfer credit. Courses that are in progress at another institution will be considered pending the receipt of an official transcript showing the posting of the final grade.

Transfer credit is awarded as semester hours only. Courses taken on the quarter system at other institutions must be converted to semester hours. Courses taken on the quarter system that appear equivalent to Watkins' visual arts foundation courses or Watkins courses in a program major or concentration must in the conversion equal or exceed the semester hours at Watkins for credit to be awarded. However, equivalent content courses taken on the quarter system may in some instances be combined for transfer credit for equivalent Watkins courses.

### Transfer Credit for General Education Courses

Transfer credit of equivalent courses is accepted for required courses in the General Education program under the following guidelines:

# English Composition I

Any first-semester college-level writing course may be accepted for this requirement. In addition, students who have received advanced standing by institutional exam at a previous institution and can substantiate the advanced standing by official transcript or with a letter from the previous institution's Registrar's office will be deemed to have met this requirement.

# **English Composition II**

Any second-semester or above college-level writing course may be accepted for this requirement.

# Speech Communication

Any oral communication course emphasizing presentation skills may be accepted for this requirement.

# History of World Civilization I and II

A wide variety of history courses that focus exclusively on Western or American civilizations will be considered in addition to World Civilization survey courses. More specialized courses presenting historical perspectives about nations and cultures of Africa, the Middle East and Far East are examples of other courses that will be considered to transfer for this requirement.

### The Natural Sciences

Any college-level physical or life science course will be accepted for this requirement. Examples of science courses that will be accepted are astronomy, anatomy, biology or animal science, botany or plant science, chemistry, earth science, geology, general science, natural science, physics, and physical science. Social sciences do not apply.

### **Mathematics**

Any college-level mathematics course will be accepted for this requirement. Developmental or remedial mathematics courses, even those taken at a college or university, cannot be accepted.

### General Education Electives

All major programs at Watkins, except for the Certificate Program in Film, require that the student complete a prescribed number of elective courses in General Education. Watkins will accept for transfer a wide and diverse variety of courses to count toward the General Education elective requirement. For example, courses in these disciplines will be accepted for elective credit in General Education:

Natural Sciences: astronomy, biology, botany, chemistry, communication, computer science, dance, earth science, geology, history, literature, mathematics, music, physics, scientific thought, and theatre.

Social Sciences: anthropology, archaeology, art, economics, education, geography, global studies, labor studies, native studies, philosophy, political science, psychology, public administration, religion, sociology, womens studies and courses in many other disciplines.

Foreign language courses may be considered after other applicable courses have been transferred.

### Visual Arts Core

All major programs at Watkins, except for the Certificate Program in Film, require students to take specific Visual Arts Core courses. Transfer credit is accepted for courses that are directly equivalent in content and credit hours for these courses:

Art History Survey I and II
Modern Art History
Drawing I and II
Two-Dimensional Design (provided that it includes Color Fundamentals)
Three-Dimensional Design
Four-Dimensional Design (Time Based Media)
Photography I

Transfer Credit for General Education Courses for Students with Previously Earned Associate's and Bachelor's Degrees

A transfer student who has previously earned an associate's or bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation is considered to have satisfied the requirements for the General Education program at Watkins in composition, history of world civilizations, natural sciences, social sciences, speech communication, and mathematics. An analysis of the student's transfer credits by the Registrar and of the requirements of the student's choice of academic program will determine additional General Education requirements in the Visual Arts Core that the student must complete at Watkins. Students pursuing the Certificate in Film must have a bachelor's degree to enter the program. There are no General Education or Visual Arts Core requirements for students in this program.

Transfer Credit for Courses in Programs of Study

Transfer credit of equivalent courses may be accepted for required and elective courses in the degree and certificate programs at Watkins. Transfer courses must be directly equivalent in content and credit hours, as determined by the Registrar and the appropriate Department Chair.

Residency Requirements for Transfer Students

The BFA and BA degree programs require that a minimum of thirty-six credit hours be completed at Watkins including at least eighteen hours completed in the major. The AFA degree program requires that a minimum of twenty-four credit hours be completed at Watkins including eighteen hours in the major. The Certificate Program in Film requires that a minimum of twenty-four credit hours be completed at Watkins. The last twenty-four credit hours of any program must be completed at Watkins.

### Transient Status

A student continuously enrolled in a degree program at Watkins may request transient status which will allow her or him to take a limited number of classes at another institution concurrently with Watkins enrollment. Any such request must be approved by the student's department chair and by the Vice President for Academic Affairs. The Transient Status Approval form is available from the Office of the Registrar. This policy also applies to requests to take summer classes at institutions other than Watkins. When complete, it is the responsibility of the student to request an official transcript sent to Watkins Office of the Registrar.

### Class Attendance

Students are required to attend all meetings of every course, to be in class on time, to remain for the entire class period, and to participate in all class activities. Absence, tardiness or early departure from classes is not tolerated and will result in lower grades or possible probation or dismissal from the College, and may adversely affect a student's eligibility for financial aid. Students may leave a class in session only in case of an emergency, at official break times, or with the permission of the instructor. Students who miss more than one hour of a class session due to tardiness, early departure, or taking unofficial breaks without the permission of the instructor may be recorded as absent. There are no excused absences.

During the Fall and Spring semesters students may not miss more than 20% of total class time. This equates to six class sessions for classes meeting twice a week and no more than three class sessions for classes meeting once a week. During Maymester students may not miss more than three class sessions; during Summer Semester no more than five class sessions may be missed. If a student's absence exceeds the 20% of the class meetings, a failing grade will be automatically issued. Students may appeal a failing grade due to absences by submitting the appropriate form to the Vice President for Academic Affairs. Verifiable documentation must be presented in writing in support of the appeal. The decision of the Vice President for Academic Affairs on such an appeal is made in consultation with the instructor of record for the course. If the appeal is approved, the student may be required to do make-up work or an extra project. Students who are enrolled in courses for non-credit are required to complete the same attendance and class work requirements as credit students to receive a grade of P. Students not meeting these requirements will receive a grade of F.

# Satisfactory Academic Progress

The College requires that all students demonstrate they are making orderly progress toward the completion of a degree or certificate. Satisfactory Academic Progress is calculated using the student's earned hours, divided by all attempted hours. This calculation may not produce a ratio of less than 67%. Students whose Satisfactory Academic Progress calculation is less than 67% are placed on academic probation and are subject to academic dismissal.

### Final Grades

The following grade codes are used to record a student's performance in class:

Grade	Interpretation	Quality Points
Α	Superior Work	4.00
A-		3.667
B+		3.333
В	Above Average Work	3.00
B-	-	2.667

C+		2.333
С	Average Work	2.00
C-	Minimum passing grade for major	1.667
D+		1.333
D	Passing (except in major)	1.00
D-		0.667
F	Failure	0.00
FN	Failure due to non-attendance	0.00
1	Incomplete	
W	Official Withdrawal	
Τ	Transfer	
Р	Passing for non-credit, transfer, or portf	olio review
N	No Grade Reported by Instructor	
R	Course Repeat	

Grade Point Averages are calculated using quality points and credit hours for a maximum cumulative GPA of 4.00. Grades of I, W, T, and P are not included in this calculation. Satisfactory academic progress is calculated using all attempted credit hours, excluding courses dropped during the refund period. Any course for which a grade below a C- is earned does not count toward fulfillment of program requirements for the student's major area of study and this course must be repeated for a higher grade before credit is applied to the completion of degree requirements. When a course is repeated, all attempts will appear on the transcript record but only the grade earned in the most recent attempt will be the official grade and it is the only grade that will be calculated in the student's GPA.

# Incomplete Grades

Students who miss no more than four weeks of class (or the equivalent during the Maymester or summer term) due to serious illness, a serious accident or injury, a serious family crisis or other extraordinary extenuating circumstances beyond their control, and who are not able to complete assigned work or required class or studio experiences before the end of the semester may apply for approval of an Incomplete Grade. Students who miss more than four weeks of class (or the equivalent during the Maymester or summer term) may not under any circumstance receive a grade of Incomplete. Students already on academic probation are also normally ineligible to receive an Incomplete Grade. The specific circumstance justifying a grade of Incomplete must be documented in writing and provided to the instructor.

Any student seeking a grade of Incomplete must first consult with the instructor of record for the course and obtain his or her approval. The student is responsible for securing the Request for an Incomplete form from the Registrar's Office and for completing it with all the required attachments. The completed Request for an Incomplete form, with all required signatures and with the attached documentation and other materials as noted on the form, must be filed in the Registrar's Office by the last day of class of the semester or term for which the Incomplete is sought.

Students who receive an Incomplete Grade during the fall semester must complete the course requirements no later than the first six weeks of the spring semester. Students who receive an Incomplete Grade during the spring semester must complete the course requirements no later than six calendar weeks after the last day of class of the spring semester. Students who receive an Incomplete Grade during the Maymester or summer term must complete the course requirements no later than three calendar weeks after the last day of class of that term. Once the student completes the requirements for a course and has presented this material to the instructor for the course, the instructor should notify the Registrar who will then provide the instructor with a Change-of-Grade form for formally recording the student's grade. Under some circumstances, the evaluation of the student's work and the computation of the final grade may need to be done by a faculty member other than the student's original instructor of record. If course requirements are not completed within the allotted time, the Incomplete Grade automatically changes to a failing grade for the course.

## Academic Probation

A student is placed on academic probation if the student achieves below a 2.0 grade point average in any semester or if the student's earned hours (cumulative credit hours for all courses completed) divided by all attempted hours is less than 67%, including Maymester and summer terms.

A student placed on academic probation for any semester is removed from probationary status if his or her cumulative GPA is bought up to or above 2.0 in the following semester of enrollment. Students who achieve a 2.0 in their probationary semester, but who do not raise their cumulative GPA up to a 2.0 will remain on academic probation for up to two semesters, after which the student is subject to academic dismissal.

## Academic Dismissal

A student is held on academic probation with no consequence for one semester. If the student continues on probation for two consecutive semesters and his or her cumulative GPA remains below 2.0, the student may be subject to dismissal from the College. After completion of one-half of a student's program of studies, if his or her cumulative GPA is not 2.0 or better, the student is dismissed from the College. In some cases a student may be dismissed after one semester of work when the level of work is determined to be inadequate for successful completion of the program. Such a dismissal is at the discretion of the Vice President for Academic Affairs. Students have the right to submit a written appeal of academic dismissal. An appeal committee of three faculty members is appointed by the Vice President for Academic Affairs within fifteen days for Academic Affairs to reconsider the decision for dismissal. The appeal committee will make a recommendation for a final decision to the Vice President for Academic Affairs. The Vice President for Academic Affairs' decision, based on the recommendation from the committee, is final and binding for the College.

A student who has been dismissed from the College is eligible to reapply for admission one year from the date of dismissal and must submit a new application for admission and complete all admission procedures and requirements. In addition, students who fail to enroll for two semesters after being admitted (fail to register for coursework), must also reapply for admission. Students re-admitted after dismissal must enter the College under the catalog and program requirements in effect at the time of readmission and are subject to policies regarding time limits for completion of degrees.

## Withdrawal from Courses

Withdrawal from any class must be done through the Office of the Registrar. If a student cannot continue or complete a class after the end of the refund period, the student must officially withdraw by obtaining a Withdrawal Form from the Office of the Registrar. The form must be signed by the student's advisor and returned to the Registrar. Students who are receiving financial aid must also have their request signed by the Financial Aid Office staff before it will be accepted by the Office of the Registrar. In no instance will notifying the instructor be considered an official withdrawal. A student who completes an official withdrawal is given a grade of W. A grade of W is not used in the calculation of the student's GPA, but is used in calculating Satisfactory Academic Progress. Credit students who drop out of a class without officially withdrawing will receive an F or FN; students enrolled in classes for non-credit will receive an F.

The last date to withdraw from classes is the twelfth week of the fall and spring semesters, the second week of the Maymester term and the sixth week of the summer term, as posted in the academic calendar.

## Withdrawal from the College

Students who wish to withdraw from the College must complete an official Withdrawal Form and submit it to the Office of the Registrar. Should the student not reenroll after two subsequent semesters, the student's file becomes inactive and readmission is required.

# **Double Concentrations**BFA FILM MAJORS ONLY

Students enrolled in the BFA program in Film may carry more than one concentration. In order to earn a double concentration a student must file a Change of Program Form with the Registrar. Both concentrations will appear on the student's transcript. In no case is the completion of two or more concentrations or other degree requirements in the course of completing a BFA in Film degree at Watkins to be confused or equated with the completion of two degrees. A student who is completing a double concentration must complete the requirements for both concentrations to be eligible for graduation. If a student wishes to graduate before completion of the second concentration, the student must officially withdraw from the double concentration prior to submitting an Application for Degree form with the Office of the Registrar. All specific courses required

for each concentration must be completed as specified by the catalog in effect at the time of declaring the double concentration. Elective courses required for a concentration may be met by courses taken for any other concentration. A minimum of thirty-six semester hours credit overall for the BFA and at least twelve semester hours in each concentration must be completed at Watkins. All other requirements for graduation must be met.

## **Dual Degrees and Certificates**

Students at Watkins College of Art, Design & Film may not work toward more than one BFA degree concurrently.

## Earning a Second Bachelor's Degree

Students holding a Bachelor's Degree from an institution other than Watkins College of Art, Design & Film

A student who has completed a bachelor's degree at another institution prior to enrollment at Watkins may earn a BFA degree from Watkins. A minimum of thirty-six semester hours credit overall for the BFA, including at least eighteen semester hours credit in the major, must be completed at Watkins. Transfer credits are awarded for equivalent courses only; however, general education courses taken for the first degree will satisfy the requirements of the second degree. All requirements in course work and hours for the degree and major must be completed as stipulated in the catalog in effect at the time of admission. The student must earn a cumulative 2.0 overall grade point average and a cumulative 2.0 grade point average in the major. All other requirements for graduation must be met.

Students holding a Bachelor of Fine Arts Degree from Watkins College of Art, Design & Film

A student who has previously completed a BFA degree from Watkins may earn an additional BFA. Currently enrolled students and students returning to Watkins within one year of graduation must complete an Application for Additional Program of Study form for admission to the new program. The application form is available from the Office of the Registrar. All other students must follow normal admission procedures as specified above. All requirements in coursework and hours for the second degree and major must be completed as stipulated in the catalog in effect at the time of admission. All previous coursework will be evaluated for equivalency to the second degree. However, a minimum of thirty-six additional semester hours credit must be completed at Watkins in the major program of studies for the second degree. The student must earn a cumulative 2.0 overall grade point average and a cumulative 2.0 grade point average in the major. All other requirements for graduation must be met.

#### Dean's List

At the end of each semester, the Dean's List of honor students is published. Eligibility is based on a semester grade point average of 3.5 or higher, with no grade below C. All students, regardless of number of hours enrolled or program of study, are eligible to receive this honor.

## Graduation

Students must meet all curriculum requirements for each degree or certificate to be earned, completing all credit hours as required with a minimum 2.0 GPA overall and a minimum 2.0 in the major area of study. Transfer students must meet residency requirements at Watkins College of Art, Design & Film as specified according to their program and degree. Students who are nearing completion of degree or certificate requirements must file an Application for Degree form with the Registrar by the end of the third week of the semester in which they intend to complete their program. A graduation fee of \$85 must accompany the form. Students may elect to file for graduation in advance and include this fee with any other registration fees. Those students who file but fail to complete requirements during the specified term must re-file. In this case, no additional fee will be required.

## **Testing Requirement**

All students, as a prerequisite to graduation, are required to take one or more program evaluation tests designed to measure general education achievement and/or achievement in selected major programs. These tests are used to evaluate and improve academic programs, curricula, and instruction. Test results show the achievement of students in large groups, not as individuals. Therefore, no minimum score or individual level of achievement is required for graduation.

A Graduation Commencement ceremony is held each year after the end of the Spring semester. Graduates are notified of the date by letter. Students are encouraged to participate in the graduation ceremony. Those students planning to complete requirements during the Summer term who wish to participate in the Commencement ceremony must file an Application to Participate in Commencement form with the Office of the Registrar. This form may be filed at the same time as the Application for Degree form. A cap and gown rental fee is included with the graduation fee. Exit forms must be completed by each graduating student. These forms must be submitted to the Registrar prior to the date of the commencement ceremony. Diplomas are held until these forms are completed.

The BFA degree is awarded to students who have earned a minimum of 120 credit hours in an approved major program of study and 126 hours in the Interior Design major. The AFA degree in Interior Design is awarded to students who have earned a minimum of eighty-four credit hours in their approved program of study. The Certificate in Film is awarded to students who have earned a minimum of forty-five credit hours. All

candidates must have fulfilled all course and hour requirements for their program, have met the College's residency requirement and have earned an overall cumulative grade point average of 2.0 or better, as well as a 2.0 cumulative grade point average in the major area of study.

## Residency Requirements

The BFA degree program requires that a minimum of thirty-six credit hours be completed at Watkins including at least eighteen hours completed in the major. The AFA degree program requires that a minimum of twenty-four credit hours be completed at Watkins including eighteen hours in the major. The Certificate Program in Film requires that a minimum of twenty-four credit hours be completed at Watkins. The last twenty-four credit hours of any program must be completed at Watkins.

### Academic Honors

Three academic distinctions are awarded at graduation to students in recognition of outstanding academic achievement. This honor appears on the student's transcript.

Award	Given to students achieving a GPA of
Summa Cum Laude	3.90 or higher
Magna Cum Laude	3.70 to 3.89
Cum Laude	3.50 to 3.69

It is the responsibility of each student to become familiar with the requirements for his or her program of study as specified in the catalog under which the student was admitted, and to be sure that all such requirements are met. Failure to be aware of a requirement does not excuse a student from completing it. All financial and other obligations to the College must be met before degrees or certificates are awarded. Diplomas and transcripts will not be released if the requesting student has any outstanding obligation to the College.

## Time Extensions for Completing Academic Programs

Any student who has not completed a degree or certificate program within the allotted and required number of academic semesters or terms may request an extension. The request should be made in person to the Department Chair of the student's academic program. After consultation with the student, the Department Chair may recommend that the request be approved or denied. A recommendation for approval should be based on the Chair's conclusion that the student has a good faith intent to complete the program and has a reasonable chance of doing so within a specific and limited number of semesters. If approval of the request is recommended, the Department Chair should forward his or her recommendation in writing to the Vice President for Academic Affairs who has final authority for approval. If the request is approved, the Vice President should forward his or her approval to the Office of the Registrar with copies to the

Director of Financial Aid, to the appropriate Department Chair, and to the student who submitted the request. The extension should specify the expected date when the student intends to complete his or her program. The Department Chair and the Vice President for Academic Affairs may also attach any conditions to the extension that they deem appropriate. Approval of the extension does not supersede any Federal guidelines used to measure a student's progress in order to determine eligibility for Federal financial aid. In all cases, the Office of Financial Aid must determine remaining or additional eligibility for financial aid.

## Study Abroad

Watkins College of Art, Design & Film offers students the opportunity to study abroad and receive credit for that coursework. Students may enroll for courses at an international institution of higher education (with prior approval) and transfer their course work back to Watkins. Students considering study abroad must consult their advisor and the Registrar prior to departure to ascertain course appropriateness and applicability.

Additionally, students may register for Watkins courses during which the class travels together abroad, accompanied by Watkins faculty instructing the class. Enrollment in these courses will be via the standard Watkins registration procedures.

Students are eligible for international study after completion of thirty credit hours (sophomore year.) An additional requirement is that the student must possess a 3.0 GPA or higher. Students should also consider any language requirements necessary for successful completion of course requirements.

Students enrolling at international institutions will make payment to that entity and follow their procedures for admission and registration. Students registering for Watkins courses that include study abroad pay a rate one-half the standard Watkins tuition. Additionally, students are responsible for any other expenses including but not limited to passport and visa fees, and university or international student identifications cards.

## **Career Services**

The Career Services Office assists current students and alumni with the management of career planning, focusing on resume building strategies. Students and alumni receive information about jobs, internships, and volunteer opportunities that relate to their major. The office establishes and maintains relationships with organizations and businesses in the Nashville visual arts community, which provide direct opportunities for Watkins students.

The goal of the Career Services Coordinator is to provide students with "real world" opportunities related to their field of study. Some of these opportunities will be eligible for students to use as academic credits. Academic Internships approved by the department chairs of each respective program are usually available to students at the

junior and senior level.

Services include: resume consultation, career workshops and seminars, online job postings, weekly *Student Email Newsletter* that includes job opportunities and listings of available internships.

Watkins students are encouraged to get involved with the community through the many opportunities presented by the Career Services Office. These experiences will help to build their resumes prior to graduation.

Work experience prior to graduation provides the student with the opportunity to gain valuable experience as a professional artist and in some cases to earn credits toward a degree. Students should seek the advice of their faculty advisor, department chair, or contact the Office of Student Life or the Career Services Coordinator regarding any possible positions.

## Family Educational Rights and Privacy Act

Watkins College of Art, Design & Film adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. This Act protects the privacy of education records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate and misleading statements in a student's educational record.

It is Watkins policy that no personally identifiable information from a student's educational record be released without prior written consent of the student, except for that information designated by Watkins as Directory Information, and such personally identifiable information, which may be disclosed under the circumstances allowed under the Act and Regulations passed pursuant to the Act.

A list of the information designated as Directory Information as well as additional student rights under FERPA is published annually in the Watkins Student Handbook. A student has the right to request that Directory information not be released without his or her prior written consent. Students who wish to restrict the release of this information must make a written request to the Office of the Registrar annually. Policies regulating the disclosure of Directory Information are subject to change as new Federal rulings are published.

## Learning Disabilities or Disorders

Students who are aware that they have a learning disability or disorder that will prevent them from satisfactorily meeting class standards must notify the Director of Student Life, as well as discuss their situation with their instructors, at the beginning of each semester. The student must provide documentation of his or her disability or disorder from appropriate professionals. The Director of Student Life can arrange, in consultation with the instructors, a reasonable and appropriate plan to meet course requirements.

#### Access to Watkins Facilities

Studios, Equipment, Library, Internet Facilities, Computer Labs and Other Facilities

Watkins facilities are available only to faculty, staff, and students who are currently enrolled in one or more classes. Former students and active students not currently enrolled in classes may only use Watkins facilities if they are given specific written permission provided by the Vice President for Academic Affairs. Use of Watkins facilities during the MayMester and Summer terms is limited to students enrolled in courses during those terms.

## Policy on Harassment and Abuse

Illegal harassment and other forms of illegal abuse by any employee, faculty member or student will not be tolerated by Watkins. This includes any illegal verbal or physical conduct by any employee, faculty member, or student that harasses, disrupts, or interferes with another person's legal and appropriate activities at Watkins or which illegally creates an intimidating, offensive, or hostile environment.

## Student Grievance Procedure

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the College or has a complaint about the performance, action, or inaction of a member of the staff or faculty affecting the student. A student who wishes to have a complaint addressed by the College should first use the Complaint Procedure outlined in the Student Handbook. If that proves unsatisfactory, the student can then utilize the Grievance Procedure also described in the Student Handbook. Students are encouraged to seek assistance with this process from the Vice President for Academic Affairs, their advisor, the Director of Student Life or another member of the faculty or staff, if appropriate. If the complaint by a student involves allegations of sexual harassment or any form of unlawful discrimination, the complaint should be made directly to the Director of Student Life who will complete an in-depth investigation, issue a finding and attempt to resolve the matter.

## Policy on Drugs, Alcohol, and Firearms

Watkins College of Art, Design & Film provides a drug-free learning environment. The manufacture, distribution, possession, or use of illegal drugs on the property of the College, or in the performance of official Watkins business off-campus, is expressly prohibited. Such behavior is not only illegal; it also harms both the individual and the learning environment. Students of Watkins are responsible for knowing and complying with all applicable state and local laws that make it a crime to possess, sell, or manufacture those drugs considered to be controlled substances by the state of Tennessee. Violators of these laws are subject to both prosecution and punishment by civil authorities and to disciplinary proceedings by the College. Penalties to be imposed by the College may range from one-day suspension to expulsion.

Watkins College of Art, Design& Film's policy on alcohol use is consistent with federal and state regulations which state that individuals under the age of twenty-one should not consume alcoholic beverages. Students found to be in violation of this policy will be required to arrange a judicial meeting with the Director of Student Life.

Possession of or use of firearms or other dangerous weapons of any kind on the property of Watkins is prohibited. As prescribed by state law, signs are posted at prominent locations at the College stating the criminal penalties for violation of this prohibition. This policy does not apply to authorized law enforcement officers in the actual discharge of official duties. The possession, ignition, or detonation of any object or article which could cause damage by fire or other means to persons or property or any substances which could be considered to be and are used as fireworks, explosives, or pyrotechnics is prohibited. Absolutely no exceptions are permitted except as authorized in writing by the President of the College.

## Student Insurance and College Liability

Watkins facilities, including all parking and housing areas, are provided for the benefit and convenience of staff, students, and authorized visitors. A concerted effort is made to provide a safe and secure environment for staff and students and for their personal property, for College property, and for property of authorized visitors to the campus. At its present location, the College has experienced very little crime and no violent crime. Watkins also has an excellent record in preventing personal injury accidents. However, Watkins does not and cannot assume responsibility for providing needed health and medical care resulting from accidents, injuries, or illnesses and for the loss of, theft of, or damage to personal belongings. The College strongly recommends that staff, students, and visitors to campus make provisions for health and accident insurance and for insurance for their personal property, including their automobiles. Staff, students, and visitors should be cautious about bringing large amounts of cash or very valuable personal property items to campus. The College also strongly advises students to read and follow the procedures in the Student Handbook regarding safety and security.

## Images of Students and Their Work

Enrollment at Watkins College of Art, Design & Film constitutes an agreement by students to allow the College to use, reproduce, publish, and circulate photographs and other kinds of images of students and their work for the purposes of promoting and publicizing the institution and its mission, accomplishments, and services to its constituents. Proper attribution and identification will be made when possible, feasible, and appropriate.

## **Admissions**



Watkins College of Art, Design & Film welcomes applications from anyone truly serious about pursuing an education in art, design, or film. The institution's policy is to selectively admit students to programs for which they show aptitude, tenacity, passion, and talent. An Admissions Committee carefully evaluates all aspects of an individual's qualifications, taking into consideration past academic performance, test scores, and experience as well as other relevant factors. The Committee bases its decisions on this total review of a candidate. The Committee must ultimately feel confident that a student will succeed in the College as well as be successful in his or her chosen field upon graduating from Watkins.

## **Deadlines**

Carefully reviewing the qualifications of each applicant is a time consuming process. Therefore, the institution publishes application deadlines. The admissions evaluation process takes place in a timely manner and each applicant is notified of the Committee's decision in writing. The Office of Admissions will not provide admissions decisions over the phone.

Priority Deadline for Fall Semester
Late Deadline for Fall Semester
Unit Deadline for Spring Semester
Late Deadline for Spring Semester
Unit Deadline for Spring Semester
November 15

Applications that are incomplete as of the priority deadlines will be considered with applications received by the late deadlines provided they are complete by at that time. Applicants who miss the priority deadlines may submit applications for admission until the late deadlines; however, they should be aware that admission is always contingent upon space availability. It is to an applicant's advantage to complete the application process by the priority deadlines.

## Rolling Admissions

The Admissions Committee will consider applications received earlier than the priority deadlines on a rolling basis as soon as each student's application is complete. Early admission will be offered to outstanding applicants whose credentials leave no question about their ability to succeed both academically and artistically. Individuals admitted under this category will be contacted with an offer of admission as soon as the Admissions Committee has made a decision.

#### **Contact Information**

Watkins College of Art, Design & Film 2298 Rosa L. Parks Boulevard Nashville, Tennessee 37228

Phone: 615.383.4848 Toll Free: 866.887.6395 Fax: 615.383.4849

If you have questions, please call or email directly to the appropriate address from those listed below.

Admissions Office

Admissions Information, Requirements, Applications, Campus Tours

Linda Schwab, Director of Admissions

Ischwab@watkins.edu

Guy Coffin, Admissions Counselor & Recruitment Officer

guy@watkins.edu

John Whitten, Admissions Counselor & Recruitment Officer

jwhitten@watkins.edu

David Hellams, Regional Admissions Representative

dhellams@watkins.edu

Financial Aid Office

Financial Aid Programs and Applications

Regina Gilbert, Director of Financial Aid rgilbert@watkins.edu
Lyle Jones, Financial Aid Officer ljones@watkins.edu

Registrar's Office

Registration, Transcript Requests, Veterans Educational Benefits

Linda Kozin, Registrar
<a href="mailto:lkozin@watkins.edu">lkozin@watkins.edu</a>
Shirley Jacobs, Assistant to the Registrar
<a href="mailto:sjacobs@watkins.edu">sjacobs@watkins.edu</a>

Student Life Office

Student Housing, International Students, Student Health Insurance, Student Affairs

Vacant, Director of Student Life

Iwonka Waskowski, Career Services Coordinator <a href="mailto:iwonka@watkins.edu">iwonka@watkins.edu</a>

## Acceptance Information

## Enrollment Deposit

Applicants who are given an offer of admission must confirm their intent to enroll at Watkins College of Art, Design & Film by paying a non-refundable enrollment deposit of \$100 within the specified amount of time in order to secure their space. This includes applicants who decide to defer enrollment to the next semester. The deposit is applicable to the applicant's first semester tuition. Applicants who do not respond to an offer of admission are considered to have declined admission.

## **Deferred Enrollment Policy**

An applicant may defer enrollment only once and must enroll in the next semester immediately following the semester of acceptance, excluding summer. Applicants who do not enroll within one semester of acceptance forfeit their offer of admission and their enrollment deposit, and are required to completely reapply for admission and provide new application materials should they wish to enroll at a later date.

#### Readmission

Credit students who have interrupted their studies at Watkins for two consecutive semesters or longer must apply for readmission. Applicants for readmission must complete all current admission procedures and be counseled on current programs, policies and requirements. Students who are readmitted must continue their studies under the program requirements of the catalog in effect at the time of readmission and are subject to policies regarding limits for completion of programs. Students who are completing or have completed a degree at Watkins and who wish to continue their studies in another program or degree within a year of graduation do not need to reapply, but must complete an Application for Additional Program of Study form in the Office of the Registrar. The required fee must accompany this form.

## Special Status Student Information

Special Status Policy

Special Status students are non-degree seeking students who are not formally accepted into the College, are at least eighteen years or older, and have earned a high school diploma or equivalent, except for Special Status/Dual Entry students (see below). The Special Status category is intended for students who would like to take courses at Watkins College of Art, Design & Film but are not yet committed to pursuing a particular degree, certificate program, or academic major, or who have not yet completed the entire admissions process.

Students seeking to enter Watkins under Special Status must complete the Application for Special Status Admission, pay the application fee, and submit, instead of the essay,

a brief statement of purpose explaining their goals for enrollment at Watkins; and must have an official transcript sent directly to Watkins from the last institution attended. Special Status students may attempt a maximum of twelve semester hours and must have the approval of the appropriate Department Chair or the Director of General Education prior to enrolling in any course. Special Status students who later wish to enroll in courses beyond the twelve attempted hours must be admitted through the regular admissions process. Special Status students may be limited in financial aid opportunities. Registration for Special Status takes place on the afternoon of late registration on a space available basis. If a student is removed from a course due to space limitations, a full refund of tuition and fees will be granted.

There are four Special Status categories:

## • Special Status/Credit

Special Status/Credit students receive academic credit for classes satisfactorily completed. These credits are available for transfer or may be used toward the requirements for any of the degree programs at Watkins, provided the student applies and is accepted as a degree-seeking student into the program. Students are required to complete the same attendance and class work requirements as degree-seeking students and will receive a grade as described on page 101-102 of *Academic Policies* above.

## Special Status/Non-Credit (audit)

Students wishing to take non-credit courses must apply under the Special Status/Non-Credit category. Non-credit students are required to complete the same attendance and class work requirements as credit students to receive a grade of P. Students not meeting these requirements will receive a grade of F.

## Special Status/Transient

Students who are currently enrolled at another college or university and who wish to take a course at Watkins for transfer credit may apply for admission as a Special Status/Transient student. Students should contact the Admissions Office to request this application. Applicants in this category are required to provide an official transcript or letter of good standing from their college or university as well as proof of prerequisite fulfillment. Transfer credit evaluation remains with the institution where the student is enrolled. Students are advised to contact their home institution prior to pursuing this status.

## Special Status/Dual Enrollment

Watkins College of Art, Design & Film will offer for credit certain fundamental college-level courses to secondary school (high school) students in excellent academic standing (GPA of 3.0 or better). Secondary school students who have

not yet received their high school diploma must complete a special admissions form, pay an application fee, provide their high school transcript, and have the recommendation of at least two of their high school teachers who have taught classes they have completed. Secondary school students who enroll in credit courses at Watkins with the intention of transferring those course credits to other institutions must understand before they enroll at Watkins that each institution determines on its own what credits it will accept from other institutions. Officials at Watkins, when requested, will assist students in determining in advance if Watkins credits will be accepted at other specific colleges and universities. Secondary school students who enroll in courses for credit at Watkins College of Art, Design & Film will be governed by the same academic rules and regulations that apply to regular undergraduate students at Watkins. They will be charged the same tuition and fees as regular undergraduate students. Additional information concerning Dual Enrollment, including a list of courses available under this program, may be obtained from the Admissions Office.

## APPLICATION INSTRUCTIONS FOR SPECIAL STATUS STUDENTS

Special Status applications are available from the Office of Admissions. Official transcripts and a brief statement of purpose outlining reasons for seeking admission are also required.

## International Student Admission (F-1 Visa)

Watkins College of Art, Design & Film welcomes international student applications. Specific requirements must be met concerning the admission of international students. Students who wish to be admitted into the United States on a Student (F-1) Visa to attend Watkins must complete the following requirements:

- 1. Application must be made to one of the degree programs only for full-time enrollment, and all application requirements and deadlines must be met as stated in this catalog. Note that the application fee and enrollment deposit are different for international students. The application fee is \$50. If a student meets all academic requirements for acceptance, the student must then:
- 2. Provide official verification of current scores from either the ACT or SAT test and official verification of current scores from the TOEFL test (minimum TOEFL score is 550 for the paper test, 213 for the computer test, 79-80 for the on-line test).
- 3. Verify Sponsorship. Students must provide a statement of support which shows that all expenses will be provided including tuition, fees, textbooks, and other school related expenses as well as living expenses;
- 4. An Enrollment Deposit of \$2,000 must be paid, which is applied to the student's first semester tuition. If the student is unable to enroll, this money is refundable; however, a \$100 administrative fee is excluded from the refund.

When the above requirements are completed to the satisfaction of the College, a form I-20AB is completed and sent to the student so that he or she may apply for an F-1 Visa.

NOTE: Students admitted under F-1 status must be enrolled full-time (at least twelve credit hours per semester in Fall and Spring), may not be employed and are not eligible for Financial Aid.

## **Financial Information**



## TUITION AND ENRICHMENT SERVICES/FEES

Tuition rates, effective Fall 2009, are \$575 per credit hour for credit students and \$285 per credit hour for non-credit students. Textbook and other supply costs are not included in tuition. Full-time is defined as enrollment in at least twelve credit hours per Fall or Spring semester. Enrollment in less than twelve credit hours is defined as part-time. Maximum allowed credit load is fifteen hours. Students must receive special permission from the Vice President for Academic Affairs to take more than fifteen hours in a semester.

Program and Services Fee rates, effective Fall 2009, are listed below:

**Tuition** 

Credit Students: \$575 per credit hour

Non-Credit Students: \$285 per credit hour

Fees

Program/Student Services Fee: \$45 per credit hour for all degree

and certificate students

Change of Program Fee: \$25 for change from BFA to BA and vice versa

Intent to Graduate: \$85 (includes all fees associated with graduation)

Request for Transcript: Free for unofficial copy,

\$3 or \$5 (prior to 1986-87) for official copy,

\$25 for next-day copy

Printer Fee: \$50/class, \$75/class, or \$100/class (required for

certain Graphic Design, Film, Interior Design, and Photography courses – refer to the course schedule)

## Explanation of Fees

The Program/Student Services Fee enables the College to provide additional academic and technological experiences and equipment for students of all major areas of study. This fee also helps defray the College's costs associated with a course that are not covered by tuition. It may cover such things as facility maintenance, purchase and maintenance of equipment, purchase and updating of slides and reference books, updating of software, photocopying of handouts, supplies provided for students, and models. The fee also provides for the issuance of student ID cards, parking stickers, maintenance and security of parking lots, provides for publications such as the Student Handbook, and supports the activities and projects of the Student Government and sponsored organizations.

## Payment Policies/Business Office

The New Student Enrollment Deposit is credited to the student's account. Housing Deposits are held until the student vacates housing.

Registration is considered incomplete if the student does not take the registration form to the Business Office and complete the financial part of registration. If this step is missed, the student's classes will be cancelled.

## **Interest-Free Deferred Payment Plan Fees**

Bank Drafts \$100 per Semester Credit Card Drafts \$150 per Semester

Non-Sufficient Funds Fee \$30

Authorization signature and voided check is required for Bank Draft.

Authorization signature and credit card number is required for Credit Card Draft.

Financial Aid, Scholarships, and Grants will be taken into consideration before calculating payments.

# Fall Semester Payment Plan: for Returning Students who register during spring semester early registration

- Option 1. No payment is due at the time of early registration in the spring semester. The student may choose to make a payment. The student will receive a statement in July for payment in full by the given due date in August.
- Option 2. ½ payment is made at the time of registration with the balance due by the given due date in August.
- Option 3. Deferred payment plan (bank/credit card draft) with ¼ payment made at registration or by the given date in August and ¼ drafted on September 15, October 15, and November 15.

Important Note: If the Fall balance is not paid or a payment plan is not in place by the given due date in August, the student's classes will be cancelled.

Fall Semester Payment Plan: for New Students and for Returning Students who register during fall semester late registration

Option 1. Payment is made in full at the time of registration in August.

Option 2. Deferred payment plan (bank/credit card draft) with ¼ payment made at registration in August and ¼ drafted on September 15, October 15, and November 15.

# Spring Semester Payment Plan: for Returning Students who register during November early registration

- Option 1. Payment is made in full at the time of registration in November.
- Option 2. ½ payment is made at the time of registration in November with the balance paid before classes start in January.
- Option 3. Deferred payment plan (bank/credit card draft) with ¼ payment made at registration in November and ¼ drafted on January 15, February 15, and March 15.

Spring Semester Payment Plan: for New Students and for Returning Students who register during spring semester late registration

- Option 1. Payment is made in full at the time of registration in January.
- Option 2. Deferred payment plan (bank/credit card draft) with ¼ payment made at registration in January and ¼ drafted February 15, March 15, and April 15.

## **Maymester Payment Plan**

The total bill due the day of registration.

## **Summer Payment Plan**

- Option 1. Payment is made in full at the time of registration
- Option 2. ½ payment is made at the time of registration with the balance paid before classes start in June.

Students obtaining financial aid must meet all deadlines for applications and verification. A signed award letter is required prior to registration or the student is required to pay as stated above. If the financial aid award is completed after a student has paid for registration, reimbursement is made to the student for the amount of the financial aid eligibility. Students receiving financial aid that does not cover their tuition and fees in full are required to pay as stated above. At the end of the semester, any unpaid balances

may be referred to collection agencies and are subject to all agency fees incurred in addition to the amount outstanding.

## Refunds for Enrolled Students

Program and student services fees are refunded as stated below. All other fees charged by the College are not refundable. Adjustments to the rate charged for the program and student services fees are made only during the refund period if a student drops or adds hours, and only when a different rate calculated by total credit hours would apply. Students who drop all courses during the refund period are eligible to have the program and student services fees included in their refund calculations at the percentages specified below by date of withdrawal. Students who drop all courses during the refund period should return I.D. cards to the Office of Student Life. Students who are suspended or dismissed from the College are due refunds according to the regular refund policy and dates. The term refund refers to the recalculation of the total balance due Watkins College of Art, Design & Film by a percentage determined by the date a student drops a class. Refund payments are made only if the amount of money already paid exceeds the newly calculated balance due. Consequently, students who have not paid in full the balance due at the time of registration may still owe a balance after dropping classes. Also, all Watkins grants, scholarships, discounts and other institutional aid are subject to adjustment or cancellation if a student drops courses. In these cases, the student becomes personally responsible for the portion of the balance that is still unpaid or was to be covered by this aid.

#### Entrance/Exit Interviews

Any financial aid student who anticipates receiving a Federal student loan is required to complete a Loan Entrance Interview. Loan Entrance Interviews acquaint students with rights and responsibilities associated with borrowing under the Federal student loan program. Entrance Interviews must be completed prior to the student's first loan disbursement. Additionally, students who anticipate graduating, transferring or withdrawing from the College are required to complete an Exit Interview. Exit Interviews are a way to inform students of their loan obligations and to provide information relevant to successful loan repayment. Students who make an unofficial withdrawal (drop out of classes without making an official withdrawal) are still responsible for completing Exit Interviews, notifying their lenders of their change in enrollment status and for repaying any outstanding balance owed to the school.

## Watkins Refund Policy

Watkins College of Art, Design & Film is not responsible for individual circumstances that might prevent students from completing or continuing their studies. The College's commitment to hold many of its classes is based upon initial enrollment. Therefore, registration for classes at the College is considered a legal and binding contract for the entire semester. Application fees are not refundable at any time. Refunds are not given for change of status from credit to non-credit after the second week of classes.

#### Refund Schedule

Refunds are issued by mailed check or credited to credit card accounts within two weeks after submitting the Drop Request and the amount is based upon the following schedule. There is a 100% refund of tuition and fees for all classes cancelled by Watkins.

100% Refund if the student drops a course before the first official day of the semester.

75% Refund for a drop on the 1st day through the 3rd day of the semester.

50% Refund for a drop on the 4th day through the 6th day of the semester.

25% Refund for a drop on the 7th day through the 10th day of the semester.

No Refund is given after the 2nd week of classes of the semester.

For refunds in the Maymester or summer term, see the Academic Calendar.

## Student Financial Assistance

The Financial Aid Office is responsible for the overall administration and coordination of student aid programs offered at Watkins. Its mission is to assist students pursuing a quality visual arts education with financing their educational goals. This mission is accomplished by increasing student awareness of available sources of aid from federal, non-federal, state, and institutional programs. Students interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) form and the Watkins' Institutional Application for Financial Aid each academic year.

## Student Aid Programs

Watkins offers financial assistance from several sources: federal and non-federal, state and institutional programs. Federal programs include the Federal Pell Grant, Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Stafford Subsidized and Unsubsidized Loans, and the Federal Parent Loan for Undergraduate Students. Non-Federal programs include the private and alternative loan programs. State programs include the Tennessee Student Assistance Awards, Tennessee Education Lottery Scholarships, GEAR UP TN Bridge Award, Dependent Children Scholarship, Helping Heroes Grant, and the Robert C Byrd Scholarship. Institutional programs include the Watkins Grant, Institutional Work-Study, Merit-based and scholastic scholarships, Commissioners' Scholarships, and other departmental scholarships. (Note: all scholarships and institutional work programs require additional information separate from the financial aid requirements.)

## Receiving Outside/Additional Sources of Aid

Watkins also accepts other types of aid such as Veterans Educational Benefits, Vocational Rehabilitation Benefits, Yellow Ribbon Benefits, employee discounts, and

other tuition assistance programs offered through established third party agencies (contact the Business Office for more detailed information on third party agencies and billing). Students receiving assistance from these programs are required to report this information to the Financial Aid Office and to the Registrar's Office.

## Satisfactory Academic Progress

The College has established a set of Satisfactory Academic Progress standards that must be met in order for students to maintain or re-establish eligibility for Title IV student financial aid funds. General Satisfactory Academic Progress standards require students to achieve and maintain a 2.0 cumulative grade point average, pass a minimum of two-thirds (2/3) of all hours attempted during any given semester, and complete their program of study within the established time frame not to exceed 150% of the time normally expected to complete a program. Note: Please refer to the Student Handbook or contact the Office of Financial Aid for more detailed information regarding this policy.

#### Financial Aid Probation

Students who fail to meet the general requirements for satisfactory academic progress may be placed on academic probation. A student who is placed on academic probation will also be placed on financial aid probation. Students on probation will be allowed to receive financial assistance for one semester only. This will allow students to reestablish satisfactory academic progress. Failure to re-establish satisfactory academic progress will result in the suspension of all financial assistance until satisfactory academic progress has been achieved.

There are two instances in which probationary status is <u>not</u> granted. In the first instance the aid recipient receives a zero grade point average and/or earns zero credit hours during any given semester. In the second instance, a student aid recipient withdraws for two or more consecutive semesters during an academic year. In both cases, failure to regain satisfactory academic progress will result in suspension of financial aid assistance. Students who lose their eligibility will be required to finance their educational expenses from other resources and are not eligible for financial aid deferments.

Students who are on probation or have lost their eligibility for student aid may request an appeal of their status to the Satisfactory Academic Progress committee and ultimately to the Director of Financial Aid. In order to appeal, a student must complete the Special Circumstance Request form (available in the Office of Financial Aid), provide the required documentation to support the appeal, and submit all documents within six weeks of the initial decision, to the Financial Aid Office. The Financial Aid Office will notify students by mail of the decision rendered for their appeal. Any decision made on an appeal is final.

## Refund and Repayment Policies

Attendance is a vital part of determining a student's eligibility for student aid. For

Financial Aid purposes, attendance is monitored through the ninth week (or 60%) of any given term. Failure to complete a term during this period will result in the use of the federally required formula called the Return of Title IV Funds. When a student withdraws from the College, officially or unofficially, this formula is applied to determine the amount of Federal aid earned up to the point in which the student ceased enrollment. All unearned funds must be returned to the appropriate programs and are the responsibility of the student and/or the school. Unearned aid must be returned to the Federal programs, in the following order: Federal Unsubsidized Loan, Subsidized Loan, Federal PLUS loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, other Title IV aid programs, other Federal, state, private, or institutional aid. The institutional refund policy monitors students' enrollment through the second week of each term. Students who withdraw, officially or unofficially, during this time frame are subject to the Federal and institutional refund policy. Refer to the WCAD Student Handbook—Refunds, for details of this policy.

#### Official Withdrawals

Financial aid recipients who wish to withdraw prior to the end of the semester must report to the Office of the Registrar and complete the proper withdrawal form. The Financial Aid Office must be informed of any financial aid recipient's withdrawal from the College in order to determine the amount of financial assistance the student has earned up to the date of the student's withdrawal. Any unearned aid must be returned to the appropriate programs. The Financial Aid Office will notify students (if applicable), in writing, of their financial obligations and/or repayment of funds to the appropriate programs.

## **Unofficial Withdrawals**

Financial aid recipients who leave the College and fail to complete the proper withdrawal process, including notifying the appropriate College officials, or who misses more than 20% of class, are considered to have made an unofficial withdrawal from the College. Students in this category will have a Return of Title IV Refund Calculation performed to determine the amount of earned and unearned aid. The Financial Aid Office will notify students (if applicable), in writing, of their financial obligations and/or repayment of funds to the appropriate programs. Note: Tennessee Lottery Scholarship recipients are required to obtain prior approval to withdraw from courses and/or the College. Failure to seek approval could result in a permanent loss of the scholarship.

# **Tennessee Lottery Scholarship Guidelines**Official and Unofficial Withdrawal Guidelines

Tennessee Lottery Scholarship recipients are expected to maintain full-time enrollment on a <u>continuous</u> basis. Any breaks in enrollment due to official or unofficial withdrawals from the College will jeopardize eligibility for lottery scholarship for future terms.

After the established institution's *census date*, full-time scholarship recipients *must* seek

approval from the Student Financial Aid Office to drop from full-time to part-time within the same term. Approval to drop from full-time to part-time must be for a documented personal or medical reason. This documentation must be submitted to the Student Financial Aid Office by October 1<sup>st</sup> (Fall) and March 1<sup>st</sup> (Spring). *Failure to submit documentation to support your change in enrollment will forfeit your eligibility for future scholarship awards.* 

## Financial Aid Application Deadlines

Any student interested in applying for student financial aid assistance should adhere to the deadline dates listed below:

Deadlines*	Fall	Spring	Summer
Priority	April1	April1	April 1
Late	July 1	October 1	May 1

<sup>\*</sup>Note: Limited financial aid assistance is available during the summer, and there are specific guidelines for making the awards. Interested students should contact the Financial Aid Office for more detailed information.

Revised 8/10/2009









## Watkins College of Art & Design

Student handbook

This handbook is designed to introduce you to the programs, procedures and services available to you for your education at Watkins. Students are responsible for understanding the academic policies and procedures of the College located within this handbook. If you have any questions regarding this information, please contact the Director of Student Life.

We are glad to have you with us!

Mailing Address: 2298 Rosa L Parks Blvd., Nashville, TN 37228

Phone Number: (615) 383-4848 Fax Number: (615) 383-4849

Administrative Office Hours: 9:00 a.m. to 5:00 p.m., Monday through Friday

Watkins College of Art & Design makes no distinction in its employment, contracting or admissions policies or procedures (to include awarding scholarships or other forms of financial assistance) on the basis of age, gender, religion, race, color, sexual orientation, national origin or physical handicap.

Watkins College of Art & Design may need to update, change, or amend any of the administrative and academic policies as published in this handbook at any time during a semester or academic year without prior notification.

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## mission statement



Watkins College of Art & Design offers a studio-based curriculum, supported by a strong academic foundation. The faculty and staff are committed to a learning-centered environment that challenges the student to engage the mind, train the eye and cultivate talent and skill into an active realization of creative potential.

The College is devoted exclusively to education and community service in the arts, and is an accredited institutional member of the National Association of Schools of Art and Design with undergraduate degree and certificate programs in film, fine arts, graphic design, interior design, and photography. Complementing its commitment to undergraduate education, the College maintains an historic and extensive community outreach program with opportunities in the arts for children and adults.

## statement of purpose



Watkins College of Art & Design is an independent institution dedicated to providing education in the visual arts. Watkins is held in trust by the state of Tennessee and is privately supported. In keeping with the vision of its founder, Samuel Watkins, the College believes in providing its students with a solid, practical education that prepares them for careers in the arts. It is an institution that values service to the community and seeks to be a resource for the community. In this role, Watkins offers quality programs of continuing education and cultural enrichment for children and adults in addition to the college curriculum.

Growing from its Tennessee beginnings, Watkins College of Art & Design now enrolls students from all over the United States and from foreign countries. Watkins seeks students who are focused, dedicated, and passionate about art and design; intend to pursue art or design professionally or on a continuing basis; and meet selective standards of admission. The student body is drawn from a diverse community and includes a mixture of traditional and non-traditional students. Through financial aid, Watkins strives to be financially affordable for its students. The College employs faculty members noted for their professional work as well as their academic backgrounds. Faculty members are expected to continue their professional interests to the greatest extent possible.

Watkins believes that a unique, creative voice lies within each individual. Although there are essential competencies necessary for personal expression, Watkins recognizes that the acquisition of these skills is not an end, but only a means to an end. The mission of the curriculum is to provide students with the means to express that creative voice through art and design and to inculcate in students the importance of responsibility to their community and culture.

Because of the special role that an artist plays as a conscience, critic, and visionary in society, an artist's education must be firmly grounded in the liberal arts. Liberal arts courses form a major part of the General Education program and enable students to express themselves in written and verbal form, think critically, and have an interdisciplinary understanding of the major traditions of intellectual thought.

In its recruitment and retention of staff, faculty, students, commissioners, and members of the Board of Trustees, and in keeping with its heritage, Watkins maintains an openness to all qualified persons. The College purposefully seeks to bring together students, faculty, staff, administrators, board members, and commissioners who reflect the rich cultural and ethnic diversity within the local, regional, national, and international communities.



Dear Watkins Student:

Welcome to Watkins College of Art & Design. You have made one of the most important decisions in your life, and I hope that your Watkins experience will be one of the most fulfilling times in your life.

This handbook serves as a supplement to the catalog, listing specific policies and regulations and outlining the services and resources available to you. Please take the time to read it carefully.

All of us at Watkins College are dedicated to learning-to support and encourage you as you work to realize your potential over the next four years. On campus, you will be part of an active community of artists, where lively discussions about art, design and film abound. You will spend about two thirds of your time in the studio, where you will engage your talents and sharpen your skills. The remaining time will be spent in the classroom, focused upon the liberal arts to deepen your understanding of the world in which you live and create.

It is an exciting time to be a student at Watkins. Changes are happening on campus. We recently opened a second residence hall, and we continually work to keep pace with space needs and advancements in technology, while maintaining an unwavering commitment to sound educational principles.

The faculty and staff hope that you will make the most of your college experience by participating in the active life of the Watkins community. Please take advantage of the opportunities and resources presented in these pages.

We look forward to meeting you and seeing your work.

ELLEN L. MEYER

**PRESIDENT** 

Ellen J. Meyer

# academic calendar & important dates



Housing Closes @ 2pm

Final Grades Due

Fall 2008	
August 16	Housing Reopens New Student Move-In
August 18	College opens Orientation for New Students
August 19-21	New Student Registration
August 22	Late Registration100% Refund Period Ends for Fall Classes
August 22-September 8	Drop/Add Period
August 25 (Monday)	Classes Begin
August 25-28	75% Refund Period
August 29-September 3	50% Refund Period
September 1	Labor Day ( College Closed)
September 4-8	25% Refund Period
September 8	Last Day to Drop/Add & Last Day to Change Class Enrollment Type
September 9	Begin Withdrawal Period, Census Day, No Refunds
September 16	Last Day to Apply for Fall Graduation
October 13-17	Mid-Term Evaluation Week
October 20	Mid-Term Grades Due
November 3-7	Advising/Registration Week
November 20	Last Day to Withdrawal
November 24-25	Fall Break
November 24-25	
December 9	Thanksgiving (College Closed)
	Last Day to Request Incomplete
December 15 (Monday)	
December 17	Final Grades Due
December 19-January 5	Winter Break (College Closed)(Housing Reopens January 4)
Spring 2009	
January 4	Housing Reopens New Student Move-In
January 5	College Reopens, Orientation/New Student Registration
January 6	Late Registration, 100% Refund Period Ends
January 7 - 21	Drop/Add Period
January 7 (Wednesday)	Classes Begin
January 7-12	75% Refund Period
January 13-15	50% Refund Period
January 16-21	25% Refund Period
January 19	MLK Holiday (College Closed)
	Last Day to Drop/Add & Last Day to Change Class Enrollment Type
January 22	Begin Withdrawal Period, Census Day, No Refunds
January 28	Last Day to Apply for Spring Graduation
February 13 (Friday)	President's Day (College Closed)
February 23-27	Mid-Term Evaluation Week
March 4	Mid-Term Grades Due
March 16 - 20	Spring Break
March 30-April 3	Advising/Registration Week
April 6-7	Maymester and Summer Registration
April 10	Last Day to Withdraw
April 22	Last Day to Request Incomplete Classes End
April 29 (Wednesday)	

April 30

May 1

### Mavmester 2009

May 100% Refund Period Ends May 4 (Monday) Classes Begin Maymester Late Registration Day 75% Refund Period May 4-6 Drop/Add Period 50% Refund Period May 5 May 6 Last Day to Drop/Add & Last Day to Change Class Enrollment Type 25% Refund Period May 7 Being Withdrawal PeriodCensus Day, No Refunds May 9 Commencement May 13 Mid-Term Grades Due May 19 Last Day to Withdraw & Last Day to Request Incomplete May 22 (Friday) Classes End May 25 Memorial Day (College Closed)

Final Grades Due

Final Grades Due

#### Summer 2009

May 26

July 27

Summer 2009	
June 2	100% Refund Period Ends
June 3 (Wednesday)	Classes Begin & Summer Late Registration Day
June 3-5	75% Refund Period
June 3-15	Drop/Add Period
June 8-10	50% Refund Period
June 11-15	25% Refund Period
June 15	Last Day to Drop/Add
	Last Day to Change Class Enrollment Type
June 16	Being Withdrawal Period, Census Day, No Refunds
June 22	Last Day to Apply for Summer Graduation
June 30-July 2	Mid-Term Evaluation Week
July 6	Mid-Term Grades Due
July 3	Independence Day Holiday (College closed)
July 16	Last Day to WithdrawLast Day to Request Incomplete
July 23 (Friday)	Classes End

# watkins directory



#### **Administrative Staff**

#### Office of the President

President Ellen Meyer

#### Academic Affairs/Student Life

John Sullivan Vice President for Academic Affairs Registrar Linda Kozin Assistant to the Registrar Jessica Bray Director of Student Life Melissa Winter Means Director of Assessment Dana Kennedy Librarian Beverly Stark Assistant Librarian Lisa Williams Career Services Coordinator Iwonka Waskowski

#### Office of Admissions

Director of Admissions

Linda Schwab

Admissions Counselor/Recruitment Officer

Jenna Maurice/John Whitten

#### Office of Financial Aid

Director of Financial Aid

Regina Gilbert
Financial Aid Coordinator

Lyle Jones

#### **Finance and Administration**

Vice President for Finance & Administration Mary Ellen Lothamer Business Office Manager Joy Wegner Director of Facilities Charly Fallon Maintenance Danny Armstrong Maintenance Paul Cates Custodian **Bobby Turner** Night Manager Kensuke Nakamura Chris McQuistion Director of Information Technology **Empower Administrator** Lisa Rauper Post Production and Audio Visual Engineer Don Kruse Network Administrator James Scollard

#### Institutional Advancement

Vice President for Institutional Advancement

Asst. to Vice Pres. for Institutional Advancement

Assistant Director of Development/External Relations

Director of Community Education & Enrichment Program

Alexis Leneave

#### **Full Time Academic Faculty & Staff**

#### Film

Steve Womack, Professor
Van Flescher, Professor
Andrew Newell, Assistant Professor
Valorie Stover, Professor
Sean Miller, Assistant Profesor & Film School Operations Manager

#### Fine Arts

Terry Thacker, Professor & Chair

Madeline Reed, Professor

Ron Lambert, Assistant Professor

Kristi Hargrove, Visiting Assistant Professor

Brady Haston, Assistant Professor & Studio Facilities Manager

#### **Graphic Design**

Michael Niblett, Associate Professor & Chair Dan Brawner, Assistant Professor Siri Nadler, Associate Professor

#### Interior Design

Jennifer Overstreet, Assistant Professor & Chair Cheryl Gulley, Associate Professor Jenny Myers, Assistant Professor

#### Photography

Robin Paris, Assistant Professor & Interim Chair Joy McKenzie, Professor

#### General Education & the BA Program

Cary Miller, Director

Dana Kennedy, Assistant Professor of English
Will Martin, Assistant Professor of Art History

# general college policies & information



#### Hours

Building hours during the Fall and Spring semesters are Monday through Friday from 7:30am to 2:00am; Saturday from 9am to 10pm; Sunday from 1pm to 6pm. Administrative offices are open from 9am to 5pm, Monday through Friday. See posted hours for May and Summer Sessions.

# Access to Watkins Studios, Equipment, Library, Computer Labs, and Other Facilities

Watkins facilities and equipment are available only to faculty, staff, and students who are currently enrolled in one or more classes. Former students and active students not currently enrolled in classes may not use Watkins facilities or equipment unless specific written permission is provided by the Vice President for Academic Affairs. This includes use of Watkins facilities or equipment during the Summer semesters.

#### **College Liability**

Watkins College of Art & Design may modify or change its academic and program requirements and correct errors of publication at any time.

Enrollment at Watkins College of Art & Design is considered to be an agreement that the College reserves the right to photograph or videotape students and their work, use samples of student work, and to reproduce or publish any work produced by students, with proper attribution when possible.

Physical injury or other medical problems, as well as loss or damage to personal property resulting from fire, theft or other causes, cannot be the responsibility of the College. The College recommends that students carry personal insurance. Information on Watkins College of Art & Design insurance coverage related to off-site student projects is available from program division chairs.

## **Watkins Library Use**

The Watkins library hours are from 7:45 am-9:30pm Monday through Thursday, 7:45am-4:00pm on Friday, and Sunday hours as posted. Student computers with Internet access are available during those times. Students wishing to use Microsoft Word should use the Writing Lab located in Room 620. A valid Watkins College I.D. card with the library barcode is required for checking out materials. Books may be checked out for three weeks with two renewals permitted if no other patron has requested the book. No more than five books may be checked out to a patron at a time. Videos and laserdiscs are due each Monday with two renewals. No more than one video may be checked out at one time. Reference and reserve materials cannot be checked out and must be

used in the library. No food or drinks are permitted in the library. Cell phones should be turned off. Library fines are charged for overdue materials: Books, 10 cents per day, Videos and Laserdiscs, \$1.00 per day.

#### John Hope and Aurelia Franklin Library

Fisk University-Watkins College of Art & Design, Cooperative Library Agreement In addition to the Watkins library, Fisk University and Watkins College of Art & Design have agreed to provide library access and borrowing privileges to each institution's faculty and students. With just a few exceptions, students and faculty from both institutions have essentially the same usage privileges at both library facilities.

#### **Term for Borrowing Privileges**

Borrowing privileges at either institution are renewed each semester; privileges expire approximately one week before the end of each semester.

#### Watkins Student and Faculty Use of Fisk Library

Watkins students and faculty should arrange for the use of the Fisk library through the librarian at Watkins. The librarian will supply authorization which will provide sufficient information for the Fisk staff to create a record in the Fisk system for that semester. Watkins students and faculty should take the authorization with them when they first go to the Fisk library each semester. Once a record is created during a semester, only a valid Watkins ID will be required. The circulation desk staff will issue a parking permit that will allow parking in the lot behind the library building. With the exception of the online public catalog, access to Fisk computers is not available.

#### The Café, Avante Grille

The Avante Grille-commonly referred to as the café—is the campus eatery at Watkins. Students are able to get a wide selection of food and the café is generally open for breakfast, lunch and dinner. Owners of the café are also strong supporters of students and student initiatives. Students interested in starting new campus initiatives to enhance student life should contact Melissa Means, the Director of Student Life. For additional information call 615-383-4848. In addition to the café, vending machines are located at the entrance to the general education classroom hallway between the café and the theater. The cafe and the main building in general support wireless internet access.

### **Food Policy**

Food or drink in the theater, except for bottled water, is prohibited during class sessions. Bringing food into other classrooms is at the discretion of the instructor. Students should ask at the beginning of each semester what the policy is for each class.

#### Recycling

Watkins College of Art & Design is dedicated to recycling. There are receptacle bins located at various locations throughout the building. Please help by disposing of your waste responsibly.

### Film Equipment Check-out

Students may utilize equipment from the Watkins Film School only to complete class projects. The check-out and return of this equipment is monitored by a strictly enforced schedule. Students are expected to be on time to return equipment by appointment. Equipment must be obtained from and returned to the Film School equipment room staff during specified hours. No other staff or faculty can accept the return of film equipment. Students should obtain a Film School Policy manual for more specific information regarding policies and procedures involving film equipment.

#### **Studios**

Students who wish to use studios or labs outside of regular class times must schedule the time in advance, sign in and out as required, and be prepared to present a valid student I.D. card to staff on request. Students are required to keep the studios clean. Studios should be left in the same condition as they were found. Students must put all trash in the appropriate receptacles and store all artwork in the proper racks. Any materials left on the floor or found abandoned on tables are subject to disposal. Still life setups and lights must not be moved or disturbed in any way.

#### Storage and Removal of Student Work

Because of our limited storage space, all completed assignments must be removed after the instructor's final grading and critique. Only works in progress should be stored in the classroom. All work must be labeled with the student's name and class. All artwork must be removed from classrooms by Monday following the official end of each semester unless special provisions are made to have the work remain on display. Work on display in the Brownlee O. Currey Student Exhibition must be claimed within one week after the exhibit closes. Unclaimed work may be disposed of after this time.

### **Address Changes**

Students are responsible for assuring that accurate demographic information is on file. Providing correct and updated address information insures that students receive grade reports, important communications and special announcements that are mailed periodically. All demographic changes should be submitted in writing to the Registrar's Office. New out-of-state students should provide a Nashville address and telephone number as soon as possible if not provided at registration. Students must notify the Registrar if they are traveling home for semester breaks and wish their grade reports to go to their non-school address.

#### **Name Changes**

All requests for name changes must be presented to the Registrar's Office with legal documentation to verify the requested change.

#### **Bulletin Boards**

Several bulletin boards are located in the building where information of interest to students is posted. Students who wish to post information on bulletin boards may post in the general posting areas or see the Director of Student Life. Flyers, posters, and other materials placed on walls or others areas besides bulletin boards will be subject to removal. An on line bulletin board is also accessible at http://students.watkins.edu/forums/

#### Lost & Found

Items should be turned in to the front desk staff and are held in the Director of Facilities Office. Students should ask for the assistance of a staff member for checking the lost and found box.

#### **Cell Phones**

All cell phones should be turned off prior to entering any classroom or other space where students and faculty are meeting.

#### **Telephone Calls**

The College accepts phone calls and messages for students only for family emergencies.

#### **Smoking**

Watkins is a **SMOKE FREE** facility. No smoking is allowed anywhere in the building at any time. Students who smoke must do so outside in the designated smoking areas. At no time are students allowed to stand in or just outside the front entrance doors to smoke or to throw cigarette butts on the college grounds. Students who do smoke on campus are required to be sure that all cigarettes are properly extinguished and placed in appropriate receptacles.

#### Security

Access to the building during school hours is for students, faculty and administration only. Friends or relatives are not permitted in the classrooms or studios while classes are in session; however visiting parents may tour the school with their son or daughter. Students who are in the building for evening classes or who need to use equipment in classrooms outside of regular class times may be required to show a valid Watkins College I.D. card and a picture I.D.

#### **Automobile Privileges / Parking**

To ensure parking is reserved for student use, a Watkins College of Art Design & Film permit is required for all vehicles parked in the Watkins lot. The permit is to be prominently displayed on the inside of the rear window of the automobile. Permits are issued to new students at the time of their initial registration at no charge. Thereafter, students will be issued a permit as needed through the Business Office at no cost. The College will ticket and/or tow automobiles in violation of the parking regulations.

Students with disabilities may park in the specially marked and designated spaces or in any available parking spot. Students who use the specially designated spaces must display a state-issued license plate or placard indicating that the driver has a disability. All vehicles are subject to tow when illegally parked in spaces reserved for students with disabilities or when blocking a fire lane, drive or walkway.

#### Policy on Serious Weather Problems and Other Emergencies

Watkins College has specific policies designed to promote safety and security. In some emergencies, it may be necessary to **evacuate the building**. If a fire alarm sounds or if an emergency is declared, all students, staff, and faculty must leave the building through the closest exit. Listings of exits are posted on evacuation charts located throughout the academic facilities. Emergency evacuation drills are held from time to time each year and require everyone's cooperation.

When serious **winter storms** or other threats of bad weather occur, the College may close. Notices of closing will be sent to local area radio and television stations. Regardless of whether or not the institution closes for bad weather, every student, staff member, and faculty member should use their own judgments and should not attempt to travel to campus in weather situations which endanger their lives.

When there is a **tornado watch**, students, faculty, and staff are notified by the Director of Facilities so that they may prepare to take cover. If there is a **tornado warning**, everyone is required to move to an interior section of the building. No one may remain in the library when a tornado warning is active. Interior spaces within the building that offer greater protection from tornados are marked with appropriate signs.

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## tuition & enrichment/services fees



**Tuition rates, effective Fall 08-09**, \$550 per credit hour for all new students and returning part time students, and \$285 per credit hour for **non-credit** students. Textbook and other supply costs are not included in tuition.

Full-time is defined as enrollment in at least twelve credit hours per Fall or Spring semester and at least six credit hours in Summer. Enrollment in less than twelve credit hours is defined as part-time. Six hours in Summer is defined as part-time for federal financial aid purposes.

Maximum allowed credit load is fifteen hours. Students who wish to register for more than fifteen hours must have special permission from the Vice President for Academic Affairs.

# Program and Services Fee rates, effective Fall 08-09, are listed below: Tuition

Credit Students: \$550 per credit hour for all others

Non Credit Students: \$285 per credit hour

Fees

Program/Student Services Fee:

BFA/AFA Students \$40 per credit hour
Certificate Students \$50 per credit hour

Printer Fee \$75/class, \$20/class or \$90/class (required for certain Graphic

Design and Photography courses-refer to the course schedule).

Application for Degree \$85 (includes all fees associated with graduation)

Request for Transcript Free for unofficial copy, \$3 for official copy, \$25 for next day copy

#### **Explanation of fees:**

The Program/Student Services Fee enables the College to provide additional academic and technological experiences and equipment for students of all major areas of study. This fee also helps defray the College's costs for holding a course that is not covered by tuition. It may cover such things as facility maintenance, purchase and maintenance of equipment, purchase and updating of slides and reference books, updating of software, photocopying of handouts, supplies provided for students, and models. The fee also covers issuance of student ID cards, parking stickers, maintenance and security of parking lots, publications such as the Student Handbook and supports activities and projects of the Student Government.

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## payment & refund policies



#### **Payment Policies**

Returning students registering during the regular registration period must meet with the Business Office to complete payment arrangements. In order to avoid payment plan charges, full or half payment of tuition and fees is due one month prior to the first day of classes. The second payment is due the day before regular registration, immediately prior to the start of the semester. Students will be billed by the Business Office. Any student not meeting these requirements will have his or her schedule cancelled.

**Students** who register during the **late registration** period must pay tuition and fees in full at the time of registration or make payment plans. Payment options are outlined in the following paragraph. If financial requirements are **not** met, the students' schedules will be cancelled. The enrollment deposit of a **new student** will be applied as a credit against his or her first semester tuition charge. Balances due from a previous semester must be paid prior to registration.

Two deferred payment plans are available for students. At the time of registration or one month prior to the start of classes, whichever is later-students make a down payment of tuition and fees (one-fourth for Spring & Fall semesters and one-third for Summer). The balance may be either electronically withdrawn from a bank account or charged on a credit card over two or three payments. The fee per semester is \$50 for the electronic transfer of funds and \$100 for use of a credit card. A short application form requiring the signature of the person whose account will be charged, along with a voided check or credit card number, must be completed. A fee of \$20 will be charged for NSF checks or declined credit cards. A late payment fee may be applied.

Students who need financial aid must meet all deadlines for applications and verification. A signed award letter is required prior to registration or the student is required to pay as stated above. If the financial aid award is completed after a student has paid for registration, reimbursement is made to the student for the amount of the financial aid eligibility. Students receiving financial aid that does not cover their tuition and fees in full are required to pay their balance as stated above.

At the end of the semester, any unpaid balances may be turned over to a collection agency and are subject to all collection agency fees incurred in addition to the amount outstanding.

### **Refund Policy**

Watkins College of Art & Design is not responsible for individual circumstances which might prevent a student from completing or continuing a class. The College's commitment to hold many classes is based on initial enrollment. Registration for classes at Watkins is considered a contract binding the student for the entire semester.

#### Failure to attend

Students are defined as enrolled if they attend any class session of any course for which they are registered. A student who fails to enroll (registers for courses, but does not attend a single class session for any course) is eligible for a 100% refund of tuition and applicable fees. No other fees are charged and refund deadlines do not apply.

Refunds for enrolled students are determined by the following policies:

Program and student services/activity fees are refunded as stated below. All other fees charged by the College are not refundable. Enrollment deposits are not refundable. Adjustments to the rate charged for the program and student services/activity fees are made only during the refund period if a student drops or adds hours, and only when a different rate calculated by total credit hours would apply. Students who drop all courses during the refund period are eligible to have the program and student services/activity fees included in their refund calculations at the percentages specified below by date of withdrawal. Students who drop all courses during the refund period should return I.D. cards and parking decals to the Office of the Registrar.

Students who are suspended or dismissed from the College are due refunds according to the regular refund policy and dates.

The term refund refers to the recalculation of the total balance due Watkins College of Art & Design by a percentage determined by the date a student drops a class. Refund payments are made only if the amount of money already paid exceeds the newly calculated balance due. Consequently, students who have not paid in full the balance due at the time of registration may still owe a balance after dropping classes. Also, all Watkins grants, scholarships, discounts and other institutional aid are subject to adjustment or cancellation if a student drops courses. In these cases, the student becomes personally responsible for the portion of the balance that is still unpaid or was to be covered by this aid.

#### Refunds

Refunds for registered or enrolled students are based on the schedule listed below and are determined by the date a completed drop/add form is received in the Registrar's Office. These dates are listed in the current schedule of classes. Refunds are issued by mailed check or bank card credit within two weeks after the drop/add form is submitted to the Registrar's Office.

#### A refund of the following will be given:

100%	Refund for all classes canceled by Watkins, no exclusion or drop fee.
100%	For a drop before the 1st day of classes, and enrolled in other classes
75%	For a drop on the 1st day through the 4th day of the semester
50%	For a drop from the 5th day through the 7th day of the semester
25%	For a drop from the 8th day through the 10th day of the semester

No refund is given after the end of the second week of the semester.

## academic policies & procedures



Students are responsible for understanding the academic policies and procedures of the College. If a student has any questions after reading this information, he or she should contact the Registrar.

#### **Semester System**

Watkins College of Art & Design operates on a semester system with a fifteen week fall and spring semester. In addition, Watkins offers a three week Maymester (students may enroll in one course which meets daily) and an eight week Summer Semester.

#### Class Standing for AFA and BFA students

Class standing for **AFA students** is determined by credit hours completed as follows:

First Year Students 0 to 24 earned hours
Second Year Students 25 to 57 earned hours
Third Year Students 58 + earned hours

Class Standing for BFA's is determined by credit hours completed as follows:

Freshman 0 to 24 earned hours

Sophomore 25 to 57 earned hours

Junior 58 to 90 earned hours

Senior 91 to 120 earned hours\*

#### **Credit Hours**

To earn credit for a class, a student must successfully complete the course as determined by a passing grade awarded by the instructor and have class attendance within the minimum allowable absences. Students are allowed to take as many credit classes as can be managed personally and academically up to fifteen credit hours. Students are allowed to take three credit hours in Maymester and six credit hours in Summer semester. Students taking at least twelve credit hours during the Fall or Spring semesters and at least six credit hours during the Summer semester are considered full-time for institutional purposes. Enrollment in six credit hours during the Summer semester is considered half-time for all federal enrollment requirements such as financial assistance.

#### **General Education**

All major programs at Watkins, except for the Certificate Program in Film, require that the student complete a prescribed number of elective course in General Education. Watkins will accept for transfer a wide and diverse variety of courses to count toward the General Education elective requirement.

<sup>\*126</sup> hours are required for the BFA in Interior Design.

For example, courses in these disciplines will be accepted for elective credit in General Education: anthropology, archaeology, art, biology, botany, communication, computer science, dance, economics, geography, geology, history, literature, mathematics, music, philosophy, political science, psychology, religion, sociology, theatre, and course in many other disciplines.

#### **Visual Arts Core**

All major programs at Watkins, except for the Certificate Program in Film, require students to take specific Visual Arts Core courses. Transfer credit is accepted for courses that are directly equivalent in content and credit hours for these courses:

Art History Survey I and II
20<sup>th</sup> Century Art History
Drawing I and II
Two-Dimensional Design (provided that it includes Color Fundamentals)
Three-Dimensional Design
Four-Dimensional Design
Photography I

#### **Transfer Credit**

The acceptability of transfer credits is determined by the Registrar. All questions regarding determinations of transfer credits should be directed to the Office of the Registrar. It is the student's responsibility to provide all information needed by the College (i.e., official transcripts and course descriptions) to assess transfer of credit. In unusual or special cases, the Vice President for Academic Affairs may be called on to make a decision regarding transfer credits. Course credit with a grade of C (2.0) or higher is accepted in transfer from colleges and universities for courses equivalent to those required by Watkins College of Art & Design. Equivalent credit is defined as equivalent course content and equal or greater hours credit and must be established by official transcript and course descriptions from the catalog of the sending institution. Transfer of credit for studio courses may require a portfolio review as well as a transcript verifying a grade of C or above. Prior studio credits without portfolio substantiation may be counted as elective credit at the discretion of the appropriate Department Chair. Transfer credits for studio courses taken over seven years prior to the date of application are not accepted. However, Watkins accepts a wide range of course credits toward the general education requirements of the degrees offered. Courses taken at another college or university that are designated as remedial or developmental are not considered for transfer credit at Watkins.

The question of credit transferring to Watkins College of Art & Design for previous work done at another institution should be settled in **advance of the student's first enrollment at Watkins**. Previous work **will not** be accepted for transfer credit or added to the student's record after the completion of his or her first semester at Watkins.

Concurrent work at another college or university taken with the specific intent of transferring the credit to fulfill the student's degree requirements at Watkins must be approved in advance by the Vice President for Academic Affairs, the appropriate Department Chair, and Registrar. Courses meeting approval will be accepted for credit with a grade of C or higher and portfolio review if applicable. Any variance from this policy may be petitioned to the Vice President for Academic Affairs who has final authority for approval or disapproval. Transfer credits are not officially considered unless a formal application for admission is on file in the Office of Admissions. Applicants awarded transfer credit will receive a Documentation of Transfer Credit form upon acceptance to the College. This document is considered the official report of credits awarded. Any verbal discussions with College staff regarding transfer credit, during or prior to the admissions process, are considered only preliminary discussions for general advisement purposes, are not official, and are subject to reevaluation. The College also reserves the right to make changes/corrections to the official report of credits awarded in the case of policy changes or discovery of error. Transfer credits count toward graduation to meet program requirements, but are not used in factoring the GPA.

A transfer student must complete a minimum of twenty-four credit hours at Watkins College of Art & Design including at least eighteen hours in the major for Interior Design to receive an Associate of Fine Arts degree. For Certificates in film specializations, a minimum of twenty-four semester hours credit must be completed at Watkins. Students transferring in to the Bachelor of Fine Arts programs must complete a minimum of thirty-six credit hours at Watkins including at least eighteen semester hours credit in the major.

A transfer student who has previously earned an associates or bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation is considered to have satisfied the requirements for the General Education program at Watkins in composition, history of world civilizations, natural sciences, and mathematics. An analysis of the student's transfer credits by the Registrar and of the requirements of the student's choice of academic program will determine additional General

Education requirements in the Visual Arts Core that the student must complete at Watkins. Students pursuing the Certificate in Film must have a bachelor's degree to enter the program. There are no General Education or Visual Arts Core requirements for students in this program.

Transfer credits are not accepted for special status students, but transcripts are evaluated for pre-requisite fulfillment.

#### **Transient Status**

A student continuously enrolled in a degree program at Watkins may request transient status which will allow her or him to take up to six credit hours at another institution concurrently with Watkins enrollment. Any such request must be approved by the student's department chair and by the Vice President for Academic Affairs prior to enrolling in the class(es). The Transient Status Approval form is available from the Office of the Registrar. This policy also applies to requests to take summer classes at institutions other than Watkins.

#### **Dual Enrollment**

Watkins will offer for credit certain fundamental college-level courses to secondary school (high school) students in excellent academic standing (GPA of 3.0 or better). Secondary school students who have not yet received their high school diploma must complete a special admissions form, pay an application fee, provide their high school transcript, and have the recommendation of at least two of their high school teachers who have taught classes they have completed. Secondary school students who enroll in credit courses at Watkins College with the intention of transferring those course credits to other institutions must understand before they enroll at Watkins that each institution determines on its own what credits it will accept from other institutions. Officials at Watkins College, when requested, will assist students in determining in advance if Watkins credits will be accepted at other specific colleges and universities. Secondary school students who enroll in courses for credit at Watkins will be governed by the same academic rules and regulations that apply to regular undergraduate students at Watkins. They will be charged the same tuition and fees as regular undergraduate students. Additional information concerning Dual Enrollment, including a list of courses available under this program, may be obtained from the Admissions Office.

## **Advanced Placement Credit / Credit By Examination**

Students may earn college credit for acceptable scores on the College Level Examination Program (CLEP) and the Advanced Placement Examinations (AP)

of the College Entrance Examination Board. All credit-by-examination scores are submitted to the Office of the Registrar. Test results are evaluated and recorded on a student's transcript if credit is earned. Credit-by-examination earns credit toward graduation to meet program requirements but carries no grade or quality points and is not used in factoring the GPA. Such credit will be granted in an area only if no college work in that area has been taken previously, either attempted or completed, except with special approval of the Vice President for Academic Affairs. To register for AP or CLEP students can go to: www.collegeboard.com/testing/

Transfer students who were awarded AP or CLEP credit by a previous institution should be prepared to provide evidence of either the minimum score required by the previous institution (such as policy from a student handbook). Students who cannot provide this will be asked to provide evidence of the score from the College Entrance Examination Board.

**CLEP Exam Credit** - Accepted students may submit scores for the following CLEP exams to earn credit at Watkins:

CLEP course/credit	Minimum Score	Watkins course/credit
Freshman College Composition	50	ENG 101/3 hours
Western Civilization I	50	HIS 101/3 hours
Western Civilization II	50	HIS 102/3 hours

<sup>\*</sup>Beginning with the 2006-07 Academic Year, Watkins will no longer accept Western CIV I & II as CLEP Credit for World Civ I (HIS 101) and World Civ II (HIS 102). It will, however, be accepted as General Education Elective Credit.

**AP Exam Credit** - Accepted students may submit scores from the following Advanced Placement Examinations for credit at Watkins:

AP Exam	Minimum Score	Watkins course/credit
English Language and Composition	3	ENG 101/3 hours
English Language and Composition	4 or 5	ENG 101 & 102/6 hours
English Literature and Composition	3	ENG 101/3 hours
English Literature and Composition	4 or 5	ENG 101 & 102/6 hours
Art History	4 or 5	ART 101
Other-applicable equivalents for general education electives	3	General Education elective/3 hours

**Correspondence Course Credit** - Credit earned upon completion of correspondence courses taken from another university may be submitted by official transcript for evaluation as transfer credit. All policies pertaining to the

acceptance of transfer credit apply. Transfer credit by correspondence is limited to courses required in general education for the student's degree program, unless special approval is granted in writing by the Vice President for Academic Affairs and the appropriate Department Chair and such approval is on file in the Office of the Registrar. Special approval must be granted in advance of the student enrolling in the course if the student is already enrolled at Watkins.

## **Transferring English Composition Credit by Examination**

Students who received advance standing by institutional exam in Freshman English Composition (ENG 101) or the equivalent at a previous institution may have the requirement of taking ENG 101 at Watkins waived under the following circumstances:

The student can substantiate the advance standing or requirement waiver by official transcript or by letter from the Registrar's office at the previous institution.

#### **Grading System**

The following grade codes are used to record a student's performance in a class: Credit students are given letter grades A-F, I (incomplete), W (official withdrawal), FN (failure due to non-attendance - five or more consecutive absences or more than three weeks of class). Non-credit students are given AU (met minimum course requirements), NG (did not meet minimum course requirements) and W.

_etter grades are as	follows:	Quality Points:	
Α	Superior work	4.00	
A-		3.667	
B+		3.333	
В	Above average work	3.00	
B-		2.667	
C+		2.333	
С	Average	2.00	
C-	Min. passing grade for major	1.667	
D+		1.333	
D	Passing, (except in major) but below average	1.00	
D-		0.667	
F	Failing	0.00	
FN	Failure due to non-attendance	0.00	
I	Incomplete		
W	Official Withdrawal		
T	Transfer		
Р	Passing for non-credit, transfer, or portfolio review		
R	Course has been repeated and Not Yet Reported – Grade will be replaced with the actual grade once it has been reported.		

Grade point averages are calculated using quality points and credit hours, with the cumulative GPA to be truncated if necessary for a maximum GPA of 4.00. Grades of I, W, T, P, & R are not included in this calculation. Satisfactory academic progress is calculated using all attempted credit hours, excluding courses dropped during the refund period.

Grades below a C- do not count toward fulfillment of program requirements for the student's major area of study. A student with any grade below a C- in the major area of study is required to repeat the course for a higher grade before credit for the course is applied to the completion of degree requirements.

#### **Grade Appeal**

Students have the right to appeal any grade given to them. In making an appeal, the student should follow the complaint procedures (Step 1 and 2) as outlined in this handbook (see page 71). Appeals may only be made for the following reasons:

- the student believes that he/she met grade expectations as given by the Instructor in the course syllabus and class discussions; and/or
- the student believes that he/she received unfair treatment during the course of the semester.

Grading is an important prerogative of the Instructor and neither the Department Chair nor the Vice President for Academic Affairs will question an instructor's judgment regarding the performance and quality of the student's work. Appeals based on questioning the instructor's evaluation will not be considered.

Grade Reports, See page 58

#### **Dean's List**

At the end of **each semester**, the Dean's List of Honor Students is published. Eligibility is based on a grade point average of 3.5 or better with no grade below C. The Dean's List will include ALL students who receive the designated GPA for the semester without regard to number of hours enrolled and without regard to AFA, BFA, or Certificate programs.

Latin or Academic Honors at Graduation will be based on the designated cumulative GPA without regard to AFA, BFA, or Certificate programs. The Summer Dean's List is based on a minimum 6 credit hour load. For additional information on Academic Honors see page 25.

#### **Academic Probation**

A student is placed on Academic Probation if the student earns less than a 2.0 grade point average in a semester (GPA's are calculated excluding Incomplete grades), or the student's earned hours (cumulative credit hours for all courses completed) divided by all attempted hours (all hours attempted includes all failing grades, repeated grades, drops with less than a 100% refund, withdrawals, changes to non-credit, etc.) is less than 67%.

#### **Removal from Academic Probation**

A student who is on academic probation for any semester is removed from probationary status if his or her cumulative GPA is brought up to or above 2.0 in the following semester of enrollment. Students who make a 2.0 in their probationary semester, but who do not raise their cumulative GPA up to a 2.0 will remain on Academic probation for up to two semesters. After two semesters the student is subject to academic dismissal.

#### **Academic Dismissal**

A student is held on academic probation with no consequence for one semester. If the student continues on probation for two consecutive semesters and his or her cumulative GPA remains below 2.0, the student may be subject to dismissal from the College. After completion of one half of a student's program of studies, if his or her cumulative GPA is not 2.0 or better, the student is dismissed from the College. In some cases a student may be dismissed after one semester of work; such a dismissal is at the discretion of the Vice President for Academic Affairs when the level of work is determined to be inadequate for successful completion of the program.

## **Appeals for Academic Dismissal**

Students have the right to submit a written appeal to the Vice President for Academic Affairs within 15 days of academic dismissal. An Appeal Committee of three faculty members is appointed by the Vice President for Academic Affairs to reconsider the decision for dismissal. The Appeal Committee will make a recommendation for a final decision to the Vice President for Academic Affairs. The Vice President for Academic Affairs' decision based on the recommendation from the Committee is final and binding for the College.

## **Policy for Readmission**

A student who has been dismissed from the College is eligible to apply for readmission one year from the date of dismissal and must submit a new application for admission and complete all admission procedures and requirements. In addition, students who fail to enroll for two semesters after

being admitted (fail to register for coursework) must also reapply for admission. Students who are readmitted after dismissal must enter the College under the catalog and program requirements in effect at the time of readmission and are subject to policies regarding time limits for completion of degrees.

## **Time Limits for Completing Academic Programs**

Students who have not completed a degree or certificate program within the allotted and required number of academic semesters or terms may request an extension. The request should be made in person to the department chair of the student's academic program. After consultation with the student, the department chair may determine to recommend that the request be approved or denied. A recommendation for approval should be based on the chair's conclusion that the student has a good faith intent to complete the program and has a reasonable chance of doing so within a specific and limited number of semesters. If approval of the request is recommended, the department chair should forward his or her recommendation in writing or by email to the Vice President for Academic Affairs who has final authority for approval. If the request is approved, the Vice President should forward his or her approval to the Registrar's Office with copies to the Director of Financial Aid, to the appropriate department chair, and to the student who submitted the request. The extension should specify the expected date when the student intends to complete his or her program. The department chair and the Vice President for Academic Affairs may also attach any conditions to the extension that they deem appropriate. Approval of the extension does not supersede any federal guidelines used to measure a student's progress in order to determine eligibility for federal financial aid. In all cases, the Office of Financial Aid must determine remaining or additional eligibility for financial aid.

## **Satisfactory Academic Progress**

In addition to determinations of Dean's List and Academic Probation which are based on GPA calculations, the College requires that all students demonstrate that they are making orderly progress toward the completion of a degree or certificate. Satisfactory Academic Progress (SAP) is calculated using the student's earned hours (cumulative credit hours for all courses completed) divided by all attempted hours (all hours attempted including withdrawals, changes to non-credit, failing grades, repeated grades and courses which do not apply to a student's stated program of studies, excluding courses dropped during the refund period). This calculation may not be less than 67%. Students whose SAP calculation is less than 67% are placed on academic probation and are subject to academic dismissal.

## Repeating a Course

A student who fails a course or receives a low grade may repeat the course to receive a passing or better grade. When a student repeats a course, all attempts will show on the transcript but only the grade earned in the most recent attempt will be the official grade and only that grade will figure into the student's GPA.

Repeated course hours are used to calculate Satisfactory Academic Progress. Students who repeat a course are required to submit all new work for class work and assignments. If a student repeats a course more than once, the last grade for the course will be used to calculate the GPA.

## **Requirements for Class Work and Assignments**

Students are required to complete all in-class and out-of-class assignments in every course in which they are enrolled, including work done or assigned during a class period when they were absent. All work must be the student's own work and must be new for each course. No work done in one class may be submitted for work required in another class without the expressed prior approval of the instructor.

## **Attendance**

Students are required to attend all meetings of each class, to be in class on time, and to remain for the entire class period. Absence, tardiness or early departure from classes is not tolerated and will result in lower grades, possible probation or suspension from the College and may affect a student's eligibility for financial aid. Students may leave a class in session only in case of emergency and at official break times, or with the permission of the instructor. Students who miss more than one hour of a class session due to tardiness, early departure, or taking unofficial breaks without the permission of the instructor may be recorded as absent.

**Exception to this rule** would include **jury duty** or a requirement beyond the normal responsibilities of a student. Job duties would not qualify for this exception. Students must provide evidence of a jury duty requirement by making an appeal to the Vice President for Academic Affairs.

Students may miss no more than three weeks of classes per course FOR ANY REASON during the Fall and Spring semesters or no more than two weeks of classes FOR ANY REASON during the Summer semester to receive credit for the course. There are NO EXCUSED ABSENCES - all absences count toward the maximum allowed absences. If a class is missed, it is the student's responsibility to complete all missed assignments including

in-class assignments. For attendance purposes, courses which meet twice a week will count each class session as one half of a week.

Students who miss more than three weeks (two weeks in Summer) of any course are given a failing grade for that course. A student with no more than four weeks absence due to circumstances beyond his or her control may appeal the failing grade. An Appeal of Failing Grade Due To Absence form must be completed and submitted to the Vice President for Academic Affairs no later than the date of the last date to withdraw for the semester. Verification/documentation of the circumstances necessitating the appeal are required. The decision of the Vice President for Academic Affairs is made in consultation with the instructor. If the appeal is approved, the student may be required to do make-up work or an extra project and/or receive a lower final grade.

Non-credit students are required to complete the same attendance and class work requirements as credit students to receive a grade of P. A non-credit student who misses four or more weeks of classes or who elects not to complete homework, assigned papers or exams, is given an F.

## **Incomplete Grades**

Students who miss no more than four weeks of class (or the equivalent during the Maymester or Summer Term) due to serious illness, a serious accident or injury, a serious family crisis or other extraordinary extenuating circumstance beyond their control and are not able to complete assigned work or required class or studio experiences before the end of the semester may apply for approval of an Incomplete. Students who miss more than four weeks of class (or the equivalent during the Maymester or Summer Term) may not under any circumstance receive an Incomplete. Students already on academic probation are also normally ineligible to receive an Incomplete. The specific circumstance justifying an Incomplete must be documented in writing and provided to the instructor.

Students seeking an **Incomplete** must first consult with their instructor and get his or her approval. The student is responsible for securing the **Request for an Incomplete** form from the Registrar's Office, and for seeing that it is completed with all the required attachments. The instructor must review and approve the written documentation for the reason for an **Incomplete** and must provide (1) a specific list of the assignments/experiences that were not completed, (2) a detailed statement of the student's grade at the time the decision was made to give the **Incomplete**, (3) a description of how the missed work will be evaluated when it is turned in, and (4) a detailed description of

the method that will be used to compute the final grade when the missed work is completed and evaluated. The completed **Request for an Incomplete** form with all required signatures and with the attached documentation and other materials as noted above must be filed in the Registrar's Office by the last day of class of the semester or term.

Students who receive an **Incomplete** during the fall semester must complete the course requirements no later than the first six weeks of the spring semester. Students who receive an **Incomplete** during the spring semester must complete the course requirements no later than six calendar weeks after the last day of class of the spring semester. Students who receive an **Incomplete** during the Maymester or Summer term must complete the course requirements no later than three calendar weeks after the last day of class of the Maymester or Summer term.

Once the student completes the requirements for a course, the instructor should notify the Registrar's Office. The Registrar's Office will then provide the instructor with a **Change-of-Grade** form for formally recording the student's grade. Under some circumstances, the evaluation of the student's work and the computation of the final grade may need to be done by a faculty or staff member other than the student's original instructor.

If course requirements are not completed within the allotted time, the Incomplete automatically changes to a failing grade for the course.

## Withdrawals (also see page 58)

**Withdrawal** from any class must be done through the Registrar. If a student cannot continue or complete a class after the end of the refund period, the student must officially withdraw by obtaining a withdrawal form from the Registrar.

The withdrawal form must be initialed by the student's advisor and returned to the Registrar.

Students who are receiving financial aid must also have their request for withdrawal initialed by the Director of Financial Aid before it can be accepted by the Registrar.

Notifying the instructor will not be considered an official withdrawal. A student who completes an official withdrawal is given a grade of W. A grade of W is not used in calculating a student's GPA, but is used in calculating Satisfactory Academic Progress. Credit students who drop out of a class but do not make an official withdrawal are given an F or FN; non-credit students are given an F.

The last date to withdraw and receive a grade of W is the twelfth week of the semester (sixth week in Summer). After the last date to withdraw, permission of the Vice President for Academic Affairs is required in addition to the steps noted above before a request for withdrawal is accepted by the Registrar.

#### **Drop/Add** (see also page 57)

**Drop/Add Schedule Changes** during the refund period must be completed by filling out a drop/add form in the Registrar's office. All adds must be submitted before the second week of classes. All drops are subject to the published refund policy in the current schedule and must be submitted before the end of the refund period.

## **Changing Credit/Non-Credit Status**

Non-credit students may not change to credit status during a semester. All students who wish to take classes for college credit and receive grades must apply and be accepted for admission to one of the degree or certificate programs or as a Special Status student. Courses taken for non-credit are not applied to degree or certificate programs and may not be used as prerequisite credit for a subsequent course to be taken for credit. All courses taken for non-credit must be repeated for credit, or the work completed must be submitted for portfolio review for credit determination or waiver of the requirement, if a student intends to complete a degree or certificate at Watkins.

Students taking classes for credit may change to non-credit status at any time before the eighth week of classes. No refund of the tuition difference is given after the second week of class. The change must be made in writing in the Registrar's office. Degree and Certificate students in required classes must also have a change to non-credit approved by the appropriate Department Chair. Students who receive financial aid or grants may no longer be eligible for assistance if courses are changed to non-credit. Courses changed to non-credit are not used to calculate a student's GPA but are used to calculate Satisfactory Academic Progress.

## **Learning Disabilities or Disorders**

Psychological and psychiatric disorders include a broad range of diagnoses, including, bi-polar disorder, clinical depression, schizophrenia, general anxiety disorder, obsessive-compulsive disorder, and many others. Any of these conditions may be a disability, as defined by the Americans with Disabilities Act of 1990, if they impact a major life activity. Typically, persons with psychological or psychiatric disorders are not identifiable by appearance, and they are not noticeably disabled. Yet, these individuals may need accommodations in order to fully participate in a post-secondary program.

These students may be reluctant to discuss the nature of their disability with their instructors. However, students who register with the Director of Student Life will have a memo indicating which reasonable accommodation(s) they require. Students with disabilities are not required to disclose their diagnosis and should never be challenged to do so. Reasonable accommodations include:

Extended time on tests and exams, note-takers or instructor's class notes, flexible class scheduling, reduced course load.

For additional information contact the Director of Student Life. The director can be contacted by phone at 615/383-4848 or at studentlife@watkins.edu and is located in the Office of Student Life.

# academic policies & procedures



#### **Academic Advisors**

Each entering student is assigned an academic advisor. Students are assigned to faculty members in their expected major area of study. Although students assume the primary responsibility for the selection of courses that meet all academic requirements for the degree, the faculty advisor monitors academic progress and helps students determine a plan for completing academic goals in a timely manner. Students are cautioned against seeking or accepting academic advising from other members of the college community. Only full-time faculty, chairs, the Registrar, and the Vice President for Academic Affairs are qualified and authorized to provide academic advising.

Students are responsible for maintaining regular contact with their advisors in order to stay up to date on changing course offerings and academic regulations. Academic advisors at Watkins are careful to provide accurate information but since most contact between student and advisor is verbal rather than written and thus is not a matter of record, it cannot be the advisor's responsibility to protect the student against misunderstandings of College regulations and policies. The College, therefore, cannot be responsible for any errors of interpretation that advisors may make. For this reason it is essential that students familiarize themselves personally with the academic requirements of the program and the degree they are seeking as well as all College policies as written in this handbook.

Appointments may be made with the advisors at any time the student wishes to discuss a plan of studies. All students must have their registration schedules approved by appointment with their advisor before registering. Advisors must also approve drop/adds and withdrawals.

## **Program of Studies Plan**

A detailed plan of the courses required for completion of a degree and major should be developed by each student in close consultation with the academic advisor. The importance of the study plan is to ensure that a coherent sequence of courses including all of the appropriate academic requirements leading to graduation is followed. It is essential that this plan be reviewed periodically with the faculty advisor because the advisor's informal approval of the study plan does not constitute a contract obligating the College to confer a degree. It remains at all times the student's responsibility to see that all applicable requirements are met. In order to avoid errors, the student is advised to keep a careful record using the program worksheet of all college work, showing courses completed, courses in progress, when courses remaining to

be taken will be completed and the intended date of graduation. Students are cautioned to be sure that their courses are planned in appropriate sequence, with needed prerequisite courses completed prior to enrolling in advanced courses.

## **Catalog of Entry**

Students are bound by the catalog program requirements in existence at the time of their admission to degree-seeking status. However, they may elect to obtain their degree under the requirements of any subsequent catalog after consultation with the Department Chair of their program and notification of the Registrar by completing a change of program form.

Permission for any variance to catalog program requirements may be petitioned to the Vice President for Academic Affairs who has final authority for approval or disapproval. Decisions by the Vice President for Academic Affairs concerning variations from degree requirements, course order, or other academic policies will not set a precedent for any other individual consideration or circumstance.

## Second Degree: Bachelor of Fine Arts Degree

1. When a student has completed a Bachelor's degree at another institution prior to enrollment at Watkins, the following requirements must be met for the awarding of a second Bachelor's degree from Watkins:

A minimum of thirty-six semester hours credit overall for the BFA including at least eighteen semester hours credit in the major must be completed at Watkins. Transfer credits are awarded for equivalent courses only. A transfer student who has previously earned an associate's or bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation is considered to have satisfied the requirements for the General Education program at Watkins in composition, history of world civilizations, natural sciences, and mathematics. An analysis of the student's transfer credits by the Registrar and of the requirements of the student's choice of academic program will determine additional General Education requirements in the Visual Arts Core that the student must complete at Watkins. Students pursuing the Certificate in Film must have a bachelor's degree to enter the program. There are no General Education or Visual Arts Core requirements for students in this program.

All requirements in course work and hours for the degree and major must be completed as stipulated in the catalog in effect at the time of admission. The student must earn a cumulative 2.0 overall grade point average and a cumulative 2.0 grade point average in the major. All other requirements for graduation must be met.

2. For students currently in a BFA program at Watkins or who have previously completed a Bachelor's degree at Watkins, the following requirements must be met for the awarding of a second Bachelor's degree from Watkins: Currently enrolled students and students returning to Watkins within one year of graduation must complete the Application for Second Degree form available from the Registrar's Office. A student who is returning after one year, must apply for regular readmission through the Office of Admissions. The second degree must be earned in a different department of the College than the first. For example, a student may first earn a BFA in Film and then a BFA in Interior Design, but may not earn a second BFA in Film. (See the section on double majors.) All requirements in coursework and hours for the second degree and major must be completed as stipulated in the catalog in effect at the time of admission. All course work completed for the first degree that is also required for the program of studies of the second degree, as well as all equivalent transfer credits, are applied to the second degree. Elective hours in the second degree may be met by courses taken for the first degree. However, a minimum of thirty-six additional semester hours credit must be completed at Watkins in the major of the program of studies for the second degree. The student must earn a cumulative 2.0 overall grade point average and a cumulative 2.0 grade point average in the major. All other requirements for graduation must be met.

A student who has completed one of the AFA degrees at Watkins may return to complete a BFA at Watkins. The requirements for the awarding of a Bachelor's degree in this case are the same as in point two above, with the exception that the BFA may be earned in the same area of study as the AFA, and the minimum of thirty-six semester hours in the major required to be earned at Watkins can include hours earned at Watkins for the previous AFA degree if the area of study for both degrees is the same.

#### Second degree: Associate of Fine Arts in Interior Design

1. Students currently in a BFA program at Watkins or with a prior Bachelor's degree, whether from a previous institution or from Watkins, may earn an AFA in Interior Design at Watkins if the area of study is different from that of the prior Bachelor's degree. All general education requirements are considered to have been met with a prior Bachelor's degree, and all applicable equivalent transfer credits are applied. The student must complete a minimum of twenty-four semester hours at Watkins including at least eighteen hours in the major for Interior Design.

2. For students who have earned a prior Associate's degree at Watkins, the following requirements must be met for the awarding of a second Associate's degree from Watkins:

Currently enrolled students and students returning to Watkins within one year of graduation must complete the Application for Second Degree form available from the Registrar's Office. Students who are returning after one year must apply for regular readmission through the Office of Admissions. The second degree must be earned in a different department of the College than the first. For example, a student who has earned prior AFA in Interior Design may not earn a second AFA in Interior Design. All requirements in course work and hours for the second degree and major must be completed as stipulated in the catalog in effect at the time of admission. All course work completed for the first degree that is also required by the program of studies of the second degree, as well as all equivalent transfer credits, are applied to the second degree. Elective hours in the second degree may be met by courses taken for the first degree. However, a minimum of twenty-four semester hours must be completed at Watkins including at least eighteen hours in the major for Interior Design. The student must earn a cumulative 2.0 overall grade point average and a cumulative 2.0 grade point average in the major. All other requirements for graduation must be met.

## **Dual Degrees and Certificates at Watkins**

Students at Watkins College of Art & Design may not work toward more than one BFA degree concurrently, but may combine a BFA with an AFA or complete more than one Professional Certificate concurrently, provided specific requirements as stated in the Student Handbook are met. Students who are interested in completing more than one degree or certificate should discuss this with their advisor and are required to notify the College of their intent by filing an Application for Second Degree form in the Office of the Registrar.

#### Second Certificate: Certificate in Film

For students who have previously earned or are concurrently working on a Certificate in Film at Watkins, the following requirements must be met for the awarding of a second Certificate in Film:

Currently enrolled students and students returning to Watkins within one year of graduation must complete the Application for Second Degree form available from the Registrar's Office. Students who are returning after one year must apply for regular readmission through the Office of Admissions.

The second certificate must be earned in a different major than the first.

All requirements in course work and hours for the second certificate must be completed as stipulated in the catalog in effect at the time of admission. All course work completed for the first certificate that is also required by the program of studies of the second certificate, as well as all equivalent transfer credits, are applied to the second certificate. Elective hours required by the second certificate may be met by courses taken for the first certificate. However, a minimum of twenty-four semester hours credit for the first certificate and at least twelve semester hours in the area of specialization for the second certificate must be completed at Watkins. The student must earn a cumulative 2.0 overall grade point average and a cumulative 2.0 grade point average in the major.

All other requirements for graduation must be met.

#### **Double Concentration - BFA Film majors only**

Students enrolled in the BFA program in Film may file a request with the Registrar to earn a double concentration. Both concentrations are listed on the student's official transcript. In no case is the completion of two or more concentrations or other degree requirements in the course of completing a Bachelor of Fine Arts degree in Film at Watkins to be confused or equated with the completion of two degrees. A student who is completing a double concentration must have the requirements for both concentrations completed to be eligible for graduation. If a student wishes to graduate before completion of the second concentration, the student must officially withdraw from the double concentration prior to submitting an Intent to Graduate form. All specific courses required for each major must be completed as specified by the catalog in effect at the time of declaring the double major. Elective courses required for any major may be met by courses taken for any other major. A minimum of thirty-six semester hours credit overall for the BFA and at least twelve semester hours in each major must be completed at Watkins. The student must earn a cumulative 2.0 overall grade point average and a cumulative 2.0 grade point average in the major. All other requirements for graduation must be met.

#### **Residency requirement**

A transfer student enrolled in the AFA in Interior Design must complete a minimum of twenty-four credit hours at Watkins College of Art & Design including at least eighteen hours in the major for Interior Design to receive an Associate of Fine Arts degree.

For **Certificates in Film**, a minimum of twenty-four semester hour's credit must be completed at Watkins.

Students transferring in to the Bachelor of Fine Arts programs must complete a minimum of thirty-six credit hours at Watkins including at least eighteen semester hours credit in the major. A transfer student who has previously earned an associate's or bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation is considered to have satisfied the requirements for the General Education program at Watkins in composition, history of world civilizations, natural sciences, and mathematics. Also see General Education Requirement.

The final 24 semester hours of any degree program must be earned at Watkins College of Art & Design. Watkins considers continuity of study to be an important factor in the value of its professional degrees. Any variance from this policy may be petitioned to the Vice President for Academic Affairs who has final authority for approval or disapproval.

#### Graduation

Students must meet all curriculum requirements for each degree or certificate to be earned, completing all credit hours as required with a minimum 2.0 GPA overall and a minimum 2.0 in the major area of study.

Transfer students must meet residency requirements at Watkins College of Art & Design as specified according to their program and degree.

Students who are nearing completion of Degree or Certificate requirements must file an Application for Degree Form with the Registrar by the end of the third week of the semester in which they intend to complete. Forms are available from the Office of the Registrar. A graduation fee of \$75.00 must accompany the form. Late application fee is an additional \$75.00. Students may elect to file for graduation in advance and include this fee with any other registration fees.

Those students who file but fail to complete requirements during specified term must re-file. No additional fee will be required.

A Graduation Commencement Ceremony is held each year after the end of the Spring semester. Graduates are notified of the date by letter.

Students are encouraged to participate in the graduation ceremony and **must** file an Intent to Participate Form with the Office of the Registrar. This form may be filed at the same time as the Intent to Graduate Form. A cap and gown rental fee is included with the graduation fee.

## **Requirements for Graduation**

The BFA degree is awarded to students who have earned a minimum of 120 semester hours in an approved major program of study and 126 hours in the Interior Design major. The AFA degree in Interior Design is awarded to students who have earned a minimum of eighty-four semester hours in their approved program of studies. The Certificate in Film is awarded to students who have earned a minimum of forty-five semester hours in an approved major area of specialization. All degree candidates must have fulfilled all course and hours requirements for the degree, have met the College's residency requirement, have earned an overall cumulative grade point average of 2.0 (C) or better, as well as a 2.0 (C) cumulative grade point average in the major area of study. All certificate candidates must have fulfilled all course and hours requirements for the certificate, have earned an overall cumulative grade point average in the major area of study.

## **Testing Requirement for Program Evaluation**

All students as a prerequisite to graduation are required to take one or more program evaluation tests designed to measure general education achievement and/or achievement in selected major programs. These tests are used to evaluate and improve academic programs, curricula, and instruction. Test results show the achievement of students in large groups, not individuals. Therefore, no minimum score or individual level of achievement is required for graduation.

#### **Academic Honors**

**Three academic distinctions** are awarded to graduating students. This honor is recognized at graduation and appears on the student's official transcript.

- **Summa Cum Laude** is awarded to candidates whose cumulative grade point average is 3.90 or higher.
- Magna Cum Laude is awarded to candidates whose cumulative grade point average is 3.70-3.89.
- **Cum Laude** is awarded to candidates whose cumulative grade point average is 3.50-3.69.

All financial and other obligations to the College must be met before a degree is awarded. Degrees are not granted and diplomas and transcripts will not be released if a student has any outstanding balance.

# student conduct



Participation in Spring Commencement for Prospective Summer Graduates Students planning to complete their degree requirements at the end of the Summer semester may participate in the College's May Commencement ceremony provided that the following requirements are met:

- The student must complete the Intent to Graduate form.
- The student must obtain an Application to Participate in Commencement from the Registrar, complete it with the appropriate approvals, and return it to the Registrar by posted dates.
- We don't charge a cap & gown rental fee. Everything is included in the graduation fee: The student must pay all applicable commencement fees including the Intent to Graduate fee and late fee if applicable.
- The student must be registered for and have paid for the final coursework during summer early registration in the spring semester.
- All coursework, internships and degree requirements must be scheduled for completion by the end of the summer semester.
- Participation is allowed with the understanding that summer graduates do not receive a diploma until degree completion.

It is the responsibility of each student to become familiar with the requirements for his or her major or program of studies as specified in the catalog under which the student was admitted and to be sure that all such requirements are met. Failure to be aware of a requirement does not excuse a student from completing it.

Admission to Watkins College of Art & Design carries with it privileges and responsibilities. Students, as part of the College community, are expected to maintain acceptable standards of conduct and are subject to all national, state and local laws and ordinances. When student conduct fails to meet these standards or becomes disruptive to the educational process at Watkins, the College will impose disciplinary sanctions, including involuntary withdrawal, temporary or permanent dismissal and referral for prosecution under state and federal law.

Students are expected to be considerate of others at all times. Misconduct includes such acts as scholastic dishonesty, disruptive classroom behavior, sexual harassment, threats or abusive conduct toward staff or College property, or any other behavior determined by the College to be abusive, offensive or inappropriate.

Watkins College of Art & Design prohibits the unlawful possession, use of or distribution of illicit drugs and alcohol by students and employees on its property or as any part of its activities. Watkins will impose disciplinary sanctions, including expulsion and referral for prosecution under state and federal law.

#### **Academic Misconduct**

Watkins College of Art & Design depends on the honesty of its students for the integrity of its academic programs and does not tolerate academic misconduct. Although primary responsibility rests with each student, the College expects faculty members to make every effort to provide a classroom atmosphere that is conducive to the effective operation of an honor system. Academic misconduct, including cheating and plagiarism, is considered a serious offense and will incur consequences including disciplinary probation, suspension or expulsion.

## **Plagiarism and Cheating**

Plagiarism, defined as "to appropriate passages or ideas from another and use them as one's own" is a serious transgression against the academic honor system. Plagiarism need not be a verbatim quote (in fact, a plagiarizer is usually clever enough to avoid a direct quote); it can be a paraphrasing that still leaves no doubt as to the source of the material. Plagiarism also includes hiring another person to do one's work, such as a design project or term paper.

Cheating during an examination is another form of plagiarism, since it involves taking the answers of another and treating them as one's own. All are dealt with severely. Academic misconduct will be reported to the Vice President for Academic Affairs.

Students found guilty of any of the above are expelled from the class,

receive an F as a letter grade, and are placed on disciplinary probation. Students found guilty of a second offense are immediately expelled from the College.

#### **Classroom Misconduct**

The College's success depends on the presence of a proper atmosphere for learning. Student misconduct that disrupts this atmosphere will not be tolerated. Such misconduct includes immature behavior, inappropriate comments, talking during class, laughter and the making of offensive noises, and a disruptive leaving of the classroom. Classroom misconduct will be reported to the Director of Student Life. The student must schedule an appointment with the Director of Student Life immediately, and may not attend any classes until after the meeting.

Students may be placed on disciplinary probation for the remainder of the semester, and conduct for the rest of the semester will determine whether he or she is allowed to complete the semester and enroll the following semester. A student's disciplinary probation may be entered on their academic transcript and become a permanent part of their record. They have the right to appeal this action at the time of their meeting with the Director of Student Life.

In extreme cases of classroom misconduct, an instructor may insist that a student leave the classroom. In such cases, the student must immediately leave. If the student should refuse to leave, the instructor may call security or other administrative officials to assist in the removal of the student. Immediately after the class, the instructor must report the incident to the Director of Student Life. The student must meet with the Director of Student Life to discuss the incident before attending the class again. The Director of Student Life will determine the appropriate course of action. The student may appeal the Director of Student Life's decision to the Vice President for Academic Affairs.

#### Readmission after Dismissal due to Misconduct

A student who has been dismissed from the College due to misconduct is eligible to apply for readmission one year from the date of dismissal and must submit a new application for admission and complete all admission procedures and requirements. Students who are readmitted after dismissal must enter the College under the catalog and program requirements in effect at the time of readmission and are subject to policies regarding time limits for degree completion.

## **Drug Policy**

Watkins College of Art & Design provides a drug-free learning environment. The manufacture, distribution, possession or use of illegal drugs on the property of Watkins College of Art & Design, or in the performance of official Watkins business off-campus, is expressly prohibited. Such behavior is not only illegal; it also harms both the individual and the learning environment.

Students of Watkins College of Art & Design are responsible for knowing and complying with all applicable state and local laws that make it a crime to possess, sell or manufacture those drugs considered to be controlled substances by the state of Tennessee. Violators of these laws are subject to both prosecution and punishment by civil authorities and to disciplinary proceedings by the College. Penalties to be imposed by the College may range from one-day suspension to expulsion. Information on drug counseling, rehabilitation and assistance programs may be obtained through the Nashville Alcohol and Drug Council, 269-0029.

## **Alcohol Policy**

Watkins College of Art & Design policy on alcohol use is consistent with federal and state regulations which states that individuals under the age of 21 should not consume alcoholic beverages.

The only places on campus where students of the age of 21 may routinely possess and consume alcoholic beverages are as follows:

The rooms and apartments of students who are of legal drinking age. At Watkins receptions or other official Watkins functions.

Students found to be in possession of alcohol outside of the above are in violation of the alcohol policy and may be subject to disciplinary procedures. For any questions, contact the Office of Student Life.

## **Policy Regarding Firearms on Campus**

Possession of or use of firearms or other dangerous weapons of any kind on the property of Watkins College of Art & Design is prohibited. As prescribed by state law, signs are posted at prominent locations at the College stating the criminal penalties for violation of this prohibition. This policy does not apply to authorized law enforcement officers in the actual discharge of official duties. Absolutely no other exceptions are permitted except as authorized in writing by the President of the College.

The possession, ignition, or detonation of any object or article which could cause damage by fire or other means to persons or property or any substances which could be considered to be and used as fireworks, explosives, or pyrotechnics is prohibited. Any exceptions must be authorized in writing by the President of the College.

## financial aid



The Office of Financial Aid is responsible for the overall administration of the financial aid programs. Its mission is to assist students pursuing a quality visual arts education with financing their educational goals. This mission is accomplished by increasing student awareness of available sources of aid and by providing the most preferable and economical financial options from federal, state, and institutional aid. The financial aid office provides student financial assistance using a fair and consistent process that conforms to guidelines and policies associated with these programs, quality service in a user-friendly environment, and a high standard of knowledge and training in the areas of student financial assistance.

## Financial Aid for Degree/Certificate Programs

Students interested in applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA) and the Institutional Application for Financial Aid each academic year to be considered for funding from federal, state, and institutional aid. Students must be enrolled in an eligible program as a regular student seeking a degree or certificate and meet the general eligibility requirements outlined for federal, state, and institutional aid. Please contact the Financial Aid Office for more details.

Watkins offer financial assistance from several sources: federal and non-federal, state and institutional programs.

Federal programs include the Pell, Academic Competitiveness and Supplemental Educational Opportunity Grants, Federal Work-Study, Federal Stafford Subsidized and Unsubsidized Loans, and the Federal Parent Loan for Undergraduate Students. Private loans are considered a non-federal program.

State programs include the following: Tennessee Student Assistance Awards, Gear Up TN Bridge Awards and the Helping Heroes grants and the Tennessee Education Lottery, Robert C. Byrd, and the Dependent Children scholarships.

Institutional programs include the Watkins Grant, Institutional Work-Study, Merit-based scholarships, Commissioner's Scholarships, and other departmental scholarships. (Note: all scholarships and institutional work programs require additional information separate from the financial aid requirements)

Students recieving financial assistance from outside resources such as private loans, scholarships, veteran benefits and vocational rehabilitation assistance, etc., are required to report these sources to the Office of Financial Aid. Financial aid awards must be coordinated with outside resources.

## **Institutional Work-Study Program**

A limited number of institutional work-study positions are available each semester. Interested students should contact the Department or Chair for their intended major. In addition to this program, students may contact the Office of Student Life and Career Services for possible job openings from outside agencies.

## Receiving Outside/Additional Sources of Aid

Watkins also accepts other types of aid such as Veteran Educational Benefits, Vocational Rehabilitation Benefits, employee discounts, and other tuition assistance programs offered through established third party agencies (please contact the Business Office for detailed information required to establish third party billing). Students receiving outside resources from these or other established agencies and from the student aid programs are required to report these funding to the Student Financial Aid Office in order to have these funds coordinated with other aid received.

#### **Financial Aid History: Transfer students**

Prior to disbursing student aid, the College must obtain a student's financial aid history to determine the following: whether he or she is a mid-year transfer student, student aid programs utilized at previous schools, if he or she is in default or overpayment on a federal grant or loan, to check annual and aggregate loan limits and to activate the transfer monitoring alert. This process is done through the National Student Loan Data System(NSLDS). Students are no longer required to submit a Financial Aid Transcript; all information is monitored and updated through NSLDS.

## **Satisfactory Academic Progress**

Students must maintain satisfactory academic progress by achieving and maintaining a cumulative grade point average of 2.0. Additionally, students must pass at least two-thirds (2/3) of all hours attempted in any given semester and complete their program of study within a time frame not to exceed 150% of the time normally expected to complete a program of study.

For example, students enrolled in the following programs will be allowed a maximum number of attempted credit hours.

PROGRAM	CREDIT HOURS REQUIRED	MAXIMUM ATTEMPTED CREDIT HOURS ALLOWED
FILM	120	180
FINE ARTS	120	180
GRAPHIC DESIGN	120	180
INTERIOR DESIGN	126	189
PHOTOGRAPHY	120	180
INTERIOR DESIGN	84	126
FILM	45	68
	FILM FINE ARTS GRAPHIC DESIGN INTERIOR DESIGN PHOTOGRAPHY INTERIOR DESIGN	FILM 120 FINE ARTS 120 GRAPHIC DESIGN 120 INTERIOR DESIGN 126 PHOTOGRAPHY 120 INTERIOR DESIGN 84

Satisfactory academic progress is measured each semester for grade point average and at the end of each *academic year* for satisfactory completion of credit hours and grade point average. Note: academic year consists of two terms: fall and spring; summer is considered a makeup term. *Based on Institutional policy, a student is allowed eight years to finish a degree.* 

## Financial Aid Probation and Ineligibility for Probationary Status

A student who is placed on academic probation will also be placed on financial aid probation. Students with a probationary status will be allowed to receive financial assistance for one semester only. This will allow students to re-establish satisfactory academic progress. Failure to re-establish satisfactory academic progress will result in the suspension of all financial assistance until satisfactory academic progress has been achieved. Students who lose financial aid eligibility will be required to finance their own educational costs. There are no deferments for students who lose their financial aid eligibility.

There are two instances in which probationary status is not granted. One instance is when a student aid recipient receives a zero grade point average and/or earns zero credit hours during any given semester. The second instance is when a student aid recipient withdraws for two or more consecutive semesters during an academic year. In both cases, failure to regain satisfactory academic progress will result in suspension of financial aid assistance. Students who are ineligible because of probationary status are responsible for financing their own educational costs.

## **Regaining Eligibility and Appeals**

A student may regain eligibility for financial aid by successfully completing a minimum of six and maximum of twelve credit hours and by achieving a 2.0 cumulative grade point average during the probationary semester. Students who are ineligible for a probationary period must enroll and earn at least twelve credit hours and maintain a grade point average of 2.0 during any

given semester before consideration can be given for reinstatement of aid. Failure to regain satisfactory academic standing will result in the suspension of financial aid assistance.

Probationary status or termination of financial assistance, which may occur as the result of the satisfactory academic progress policy, may be appealed to the Director of Financial Aid and ultimately, to the satisfactory progress committee of the College. Appeals should be submitted within six weeks of the initial decision. The appeals should be in writing and reflect a mitigating circumstance that is supported by documentation, which should also be included with the appeals letter.

## **Refund Policy and Repayment Policy**

Any financial aid student who withdraws either officially or unofficially is subject to federal and institutional refund guidelines. Federal refund guidelines monitor a student's enrollment through the ninth week of the term or 60 percent point of time. Students who withdraw during this period are subject to the Return of Title IV Funds policy that is used to determine the amount of earned federal aid. The student and/or the school must return unearned aid to the federal programs, in the following order: Federal Unsubsidized Loan, Subsidized Loan, Federal PLUS loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, other Title IV aid programs, other federal, state, private, or institutional aid. Institutional refund policies monitor a student's enrollment through the second week of the term (beginning with the first day of the Institutional refund period).

If a student receives financial aid funds to cover living expenses, or other indirect costs such as books, supplies, transportation costs or child-care expenses, the College must determine whether the student must repay a portion of their disbursement. If the disbursement was greater than the student's living expenses up to the date of withdrawal, the student will be expected to repay the excess amount.

## **Refund/Payment Calculations for Withdrawals**

When a student withdraws (officially or unofficially), during any given semester (payment period), he/she is subject to the Return of Title IV Funds (RT4F) policy. This federal policy requires the use of a specific formula to determine the amount of student financial assistance earned up to the date of the student's withdrawal. If the student, or the school on behalf of the student, received less aid than earned, the student is eligible to receive those additional

funds. If the student, or the school on behalf of the student, received more aid than was earned, the excess funds must be returned to the appropriate programs, as determined by the RT4F formula within a specified timeframe. The amount of assistance earned is calculated on a pro-rate basis. This means that if a student completes thirty percent of the semester, he or she has earned thirty percent of the student financial assistance that he or she was originally eligible to receive. If a student completes more than sixty percent of the payment period, he or she is considered to have earned all of the student financial assistance for which he or she was eligible. This formula applies to Title IV aid and certain state aid that includes LEAP funds. In conjunction with this formula, students are still subject to the Institutional Refund policy.

#### Official Withdrawals

Student aid recipients who wish to withdraw prior to the end of a the semester should report to the Registrar's Office to begin the official withdrawal process. All student aid recipients must report to the Financial Aid Office during the withdrawal process. This is especially true for students receiving the Tennessee Lottery Scholarship, as they are required to provide a documented personal or medical reason for the withdrawal and/or drop to the Student Financial Aid Office for approval.

The Financial Aid Office will utilize the withdrawal information to determine the amount of student financial assistance earned up to the date of the student's withdrawal. Unearned aid must be returned to the appropriate programs. Students will be notified, in writing, of their obligation (if applicable) as well as provided with the amount of aid he or she has earned prior to their withdrawal.

#### **Unofficial Withdrawals**

Financial aid recipients who leave the College and fail to either complete the proper withdrawal process or notify the appropriate college officials, or who miss five (5) consecutive days of class are considered to have made an unofficial withdrawal from the College. Students in this category will have a Return of Title IV Refund Calculation performed to determine the amount of unearned aid that must be returned to the federal aid programs. The Financial Aid Office will notify students, in writing, of their financial obligations and/or repayment of funds to the appropriate programs. Note: Tennessee Lottery Scholarship recipients who unofficially withdraw are in danger of a permanent loss of these funds.

#### Loan Entrance/Exit Interviews

All student loan borrowers are required to complete a Loan Entrance Interview session **prior** to the first disbursement of loan funds. The Entrance Interview is designed to inform the students of their rights and responsibilities associated with borrowing from the federal student loan program. This is a **mandatory** requirement for all students.

Additionally, students who anticipate graduating, transferring or withdrawing from the College are required to complete a Loan Exit Interview. Exit Interviews are designed to inform students of their loan obligations and to provide information relevant to successful loan repayment.

#### **Financial Aid Orientation Sessions**

A Financial Aid Orientation Session is held at the beginning of each semester to acquaint students with the financial aid process, staff, office hours, address any questions or concerns regarding financial aid or the process and to provide pertinent information that students will need to know during their enrollment at the College. ATTENDANCE IS MANDATORY.

## **Students Rights and Responsibilities**

## Student Rights:

- The student has the right to know what financial aid programs are available at the institution.
- The student has the right to know the deadlines for submitting applications for each of the financial aid programs available.
- The student has the right to know how financial aid is distributed, how decisions on that distribution are made, and the basis for these decisions.
- The student has the right to know how his or her financial need was determined. This includes cost for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. considered in a student's budget.
- The student has the right to know what resources (such as parental contribution, other financial aid, student's own assets, etc.) were considered in calculating need.
- The student has the right to know how much of his or her financial need, as determined by the College, has been met.
- The student has the right to know the institution's refund policy.
- The student has the right to know what portion of the financial aid received must be repaid, and what portion is grant aid. If the aid is a loan, the student has the right to know the interest rate, the total amount that must be repaid, the payback procedures, the length of time allowed for repayment, and when repayment is to begin.
- The student has the right to repay a loan at any time; future interest is

- reduced when such prepayments are made. With most loans, the student is entitled to a cancellation of the loan amount, plus interest accumulated, in the event of the student's death or permanent and total disability.
- The student has the right to know how the institution determines whether or not the student is making satisfactory academic progress and what happens when the student fails to make such progress.

## **Student Responsibilities**

Students must complete all application forms accurately and submit them on time. All students who receive federal student loans are required to complete an Entrance Interview with the Financial Aid Office prior to receiving student loan funds.

The student must provide correct information on all financial aid forms. In most instances, mis-reporting information on financial aid application forms is a violation of the law and may be considered a criminal offense, indictable under U.S. Criminal Code. The student must, without exception, report any of the following changes at once to the Financial Aid Office, lender, or servicer:

withdrawal from school; transfer to another school; reduction to less than halftime status; change in name; change in address or parents' address; Military, Peace Corps or VISTA enlistment.

Students should carefully review their financial aid award letters before signing and returning them to the Financial Aid Office.

The student must respond in a reasonable amount of time to all requests made for new information or documentation. Failure to do so may result in the forfeiture of the student's financial aid.

The student is responsible for reading and understanding all forms before signing them, and for keeping copies of those forms.

The student must accept responsibility for all agreements signed. When the student fails to repay any loans as agreed, the total loan may become due and payable immediately; legal action may be taken against the student. Those students who are not able to make timely payments must notify the lending institution and agree on an alternate payment plan.

### **Tuition Payment Plan**

A tuition payment plan is an option available to all credit students. Watkins offers a deferred payment plan for tuition. The first installment and all class and other college fees are to be paid at registration. Further information and application brochures are available from the Business Office.

# office of the registrar



The Registrar is responsible for the management and security of academic records. Registrar services include registration, transcript requests, transfer evaluations, enrollment certifications, issuing grade reports, changes of program of studies or major or credit status, schedule changes and withdrawals.

#### Family Educational Rights and Privacy Act Annual Notice to Students

Watkins College of Art & Design adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. This Act protects the privacy of education records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate and misleading statements. For this reason, a student requesting and/or retrieving documents from the Office of the Registrar must provide his or her Watkins ID, along with a Photo ID, before requests will be completed.

It is Watkins College of Art & Design's policy that no personally identifiable information from the educational record will be released without prior written consent of the student, except for that information designated in this policy as Directory Information, and such personally identifiable information which may be disclosed under the circumstances allowed under the Act and Regulations passed pursuant to the Act.

Each academic year Watkins College of Art & Design publishes a Student Directory inclusive of some of the directory information listed below. Any student seeking to have her or his information excluded from this document has the right to request that directory information be withheld and must file a Student Directory Information Release Form with the Registrar by the close of the Fall registration period.

# Watkins College of Art & Design designates the following information as Directory Information:

- The student's name
- Address and telephone listing
- Email address
- Program of study
- · Class status (freshman, sophomore, etc.)
- Current registration status (present enrollment and attempted hours)
- Dates of attendance
- Degrees and awards received
- Participation in officially recognized activities and organizations
- The most recent previous educational agency or institution attended.

A currently enrolled student has the right to request that any or all of the above

Directory Information should not be released without his or her prior consent. Students who wish to restrict the release of this information must make a written request to the Office of the Registrar. This request may be filed at any time; however, no liability shall be assumed by the College for information stated above that may have been released prior to the date the request is filed. Watkins assumes that failure of the part of any student to specifically request withholding "Directory Information" is an indication of approval of disclosure. Disclosure of directory information is subject to change as new rulings are published

A student has the right to request amendment of his or her educational record to insure that the record information is not inaccurate, misleading or in violation of a student's privacy rights. The procedure to seek amendment of a student's educational record is as follows: A written request must be submitted to the Registrar stating the reason a student seeks to amend his or her educational record with any supporting documentation attached to the request. The Registrar will issue a decision in response to the student's request. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students have the right to file a complaint with the United States Department of Education concerning the alleged failures by Watkins College of Art & Design to comply with the requirements of the Family Educational Rights and Privacy Act. Complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education in Washington, D.C.

#### **Access to Student Records**

Student files are maintained in the Registrar's office. These files are complete and permanent records for each student and are confidential. Students wishing to gain access to their educational records must file a written request with the Registrar. As a general policy, non-directory information, including grades, will not be released to parents or legal guardians, regardless of financial support, without the student's written consent.

Educational records will not be released to students until all financial obligations to the College are fulfilled. Students have the right only to inspect and review their records if they have outstanding financial obligations to the College. Copies of documents from other institutions will not be released if they are obtainable from the original source.

The following personnel are granted access to educational records without prior written consent of the student as a matter of routine and for legitimate educational purposes: the Registrar, the Director of Admissions, the Director of Financial Aid, the Business Manager, or any agents of the above, and the Academic Advisors. In addition, access without prior written consent of the student is given to the President of the College, the Vice President for Academic Affairs, the Director of Student Life and the Chairpersons of the academic departments, and any of their agents. Access to student files is overseen by the Registrar to be sure that all regulations regarding student privacy are adhered to by the College. Student educational records are made available to the above designated persons in furtherance of the legitimate educational purposes of record maintenance, evaluation and advising, financial aid evaluation, review for disciplinary and academic action, and billing. Government agencies with Right to Know can also have access. (e.g., Sallie Mae).

## Registration

Registration periods are held prior to the start of each term. Students who do not register during the scheduled registration periods are provided another opportunity to register during late registration periods at the start of each term. A schedule of courses is published prior to each registration period that details registration times, instructions and a specific listing of all course offerings. Students should consult the course schedule for specific registration dates and requirements.

Students register by classification; therefore, those students with more earned hours are permitted to register first. Specific registration dates are determined according to this policy and students are made aware during advising periods of their scheduled appointments. Students are required to register in person at their assigned times; other representatives will not be allowed to complete the process for the student. Registrations are not accepted by phone or mail.

No student or other person may attend a class unless he or she has registered and paid for that class. Students with a balance due from any previous semester must pay this balance in full before registering for any subsequent semester. Financial aid forms and requirements must be completed by the deadlines established by the Financial Aid Office before a student may register; otherwise the student is required to pay in full. Students not completing the payment obligations by the end of their scheduled registration will be purged from courses and have to register for classes again pending availability.

Academic Advisors must approve all course schedules before a student may register. Advisement week is held prior to each registration period. Students must make individual appointments with their respective advisors for consultation, schedule approval and receipt of registration appointment.

## Late registration

Students presenting to register during these periods must also complete academic advising and should be cautioned that class availability may be limited. Students registering for courses after the initial class meeting will also have to obtain permission of the instructor before registration is permitted. Students will be counted absent for any sessions previously missed.

## **Prerequisites**

Students are required to take courses in established prerequisite order. Students attempting to register for courses in which the prerequisite requirements have not been fulfilled, will not be allowed to register for those courses unless additional approval is obtained from the course instructor. Students should consult the current schedule of course descriptions and prerequisite listings.

## **Drop/Add Period**

Students are permitted to make changes to their registration during the designed drop/add period. Students who wish to drop from a class must submit a drop/add form to the Registrar. A student who adds a class MUST have a signed approval from his/her advisor AND the class instructor. Thus, the decision and its consequences of allowing a student to enter a class after it has already met once, twice, or more will be entirely up to the advisor and the instructor.

Any student who wishes to drop a class must complete a drop/add form and obtain the signed approval of his/her advisor. Dropped courses do not appear on the student's transcript.

**Refunds** for enrolled students for dropped classes are based on a percentage according to the date the request is received by the Registrar.

#### Withdrawal Period

The withdrawal period begins at the third week of class. After the end of the drop/add (refund) period, any students who wishes to withdraw from a class must submit a withdrawal form to the Registrar. No refunds will be given. Last date to withdraw from classes is the twelfth week of the fall and spring semesters, the second week of the Maymester term and the sixth week of the Summer term. Students withdrawing from courses receive a grade of "W" for each course withdrawn.

## **Transcripts**

Student copies of transcripts are free of charge. Official transcripts are available from the Office of the Registrar for a fee of \$3.00 per copy with a processing time of up to two weeks. Transcripts that require researching records before the 1986-87 academic year are charged \$5.00. No transcripts can be issued for courses taken before 1977.

Transcripts will not be furnished unless all financial obligations to the College have been paid. Requests for transcripts must be made in writing and the fee paid at the time of request. No transcript is sent until the fee is paid. Transcripts are processed strictly in the order in which they are received and are completed within two weeks of the request. If desired, a student can obtain a next day transcript by submitting a written request along with a premium fee of \$25.00. This option is available for students who have attended since 2001.

## **Grade Reports**

Students are notified in writing of failing or near-failing grades at the midterm of each semester. At mid-term instructors will post grades for ONLY those students whose work is judged to be unsatisfactory (D+, D, D-, F) or any student who has missed the equivalent of 2 weeks of classes at mid-term (FN).

Grade reports with final grades are mailed at the end of every semester. Grades are distributed via mail and CANNOT be picked up "in person" from the Registrar or any faculty member. Grades must be mailed to the preferred address on file in the Watkins database. Grades are not released to a third party such as a parent (if the student is over eighteen) without the student's written permission nor are grades released to anyone over the phone. Grade reports are held if a student has not cleared all financial, equipment and library obligations to the College. Students should contact the Registrar if they do not receive their grades within two weeks after the end of classes.

Students who believe a grade was assigned or recorded incorrectly may appeal that grade in writing to the Vice President for Academic Affairs. All grades not challenged become permanent at the end of six months from the last day of the semester. Students should refer to page 27 for the grade appeal policy.

## Change of Program/ Major/Concentration

A student may change his or her program of studies, major or concentration after enrolling at Watkins. This change must be made by the student in writing by picking up the appropriate forms in the Office of the Registrar. It is a student's responsibility to complete any change in a timely manner so that records, transfer credits and advising can be maintained correctly by the College. A \$25.00 fee is charged for processing any change of program, major or concentration.

#### Changing from the BA to the BFA

## **Change of Advisor**

Students are permitted to change their academic advisor assignment; however, they must select an advisor within their major department. To complete this transition, students must obtain the Request for Change of Academic Advisor Form from the Office of the Registrar, obtain all required signatures and return the completed form to the Registrar. Changes cannot be processed until all signatures are obtained.

#### Intent to Graduate

Application for Degree Forms are to be completed and submitted to the Registrar by the end of the third week of the semester the student intends to complete requirements. A review is made of the student's course work to assure that all requirements for graduation have been met. A fee of \$85.00 must accompany the application. This fee includes all costs associated with graduation.

Graduate **Exit Forms** must be completed by all graduates. The information requested on this form is required. Diplomas are not released until the Graduate Exit Form is on file in the Office of the Registrar.

#### **Veterans Affairs (VA) Benefits**

Watkins College of Art & Design's degree/certificate programs are approved for veterans education by the Tennessee State Approving Agency for the training of veterans and their eligible dependents. VA educational benefits are coordinated by the campus Certifying Officials located in the Office of the Registrar.

# student life



#### The Office of Student Life

The mission of the Office of Student Life is to identify and provide learning and social opportunities designed to enhance the student experience at Watkins College of Art & Design. The office strives to create an environment of inclusion, safety, involvement, and community to produce successful practicing artists. The office manages the following: academic support, career planning, disability services, counseling, housing, international student advisement, orientation, recreation, student retention, student activities, and student health and wellness.

#### **Career Services**

The Career Service Office assists current students and alumni with the management of career planning, with a focus on building their resume prior to graduation. Students are contacted regarding volunteer, scholarship, and career opportunities within the community. The office maintains relationships with members of the community to create and provide direct opportunities for students of Watkins.

The goal of the Career Service Coordinator is to provide students with work experience and to guide them to pursue their professional ambitions on their own terms. Some of the opportunities provided by the Career Service Coordinator will be eligible as academic internships. Academic internships are discussed, registered and approved by the department chair of each respective program.

The Office of Student Life and the Career Service Office offers a workshop program that brings in community leaders and businesses to enhance and educate students on the business aspect of visual arts. Resume workshops, grant writing, and legal aspects of the visual arts are a part of the workshops.

In addition, students may contact the Office of Student Life for consultation on resume preparation. Students are welcome to contact the Career Service Coordinator to make an appointment to discuss specific work experience to be added to their resumes. By interviewing students on an individual basis, we will be able to direct specific job opportunities to students with the proper qualifications.

Notices of employment opportunities, internships, and workshops will be located at the Career Service Bulletin Board down the 500 hallway and also through the student email newsletter.

## **Cheekwood Membership**

Within its fifty-five acres, the Cheekwood Botanical Garden and Museum of Art is a complex institution rich with history, beautiful gardens and fine art. The www.cheekwood.org/gardens Botanical Garden showcases fine horticultural collections, acclaimed for their diversity and quality. The www.cheekwood.org/ art. Museum of Art presents American and European art and is recognized as a center for contemporary art in the Southeast. These collections reside in one of the grandest estates in Nashville, the former Cheek residence. Named to the National Register of Historic Places, the mansion and the original boxwood gardens are an amazing work of architecture and design and the ideal setting for the gardens and art museum. For additional information regarding Cheekwood go to www.cheekwood.org or call (615) 356-8000.

All Watkins students are given free memberships to Cheekwood Botanical Garden and Museum of Art is courtesy of the Brownlee O. Currey Foundation. Students need only to present a current Watkins student I.D. to enter. For additional information, please contact the Director of Student Life.

#### Frist Center for the Visual Arts

The Frist Center for the Visual Arts is a nonprofit art-exhibition center, with approximately 24,000 square feet of gallery space, dedicated to presenting the finest visual art from local, state and regional artists, as well as major U.S. and international exhibitions. The Frist is constructed in what was formerly Nashville's historic main post office, a city landmark that was placed on the National Register of Historic Places in 1984. For more information regarding hours or upcoming exhibits go to www. fristcenter.org or call (615) 244-3340. The Frist Center has a College Advisory Committee in which Watkins students can participate. The committee organizes free admission nights as well as various events to encourage support of the arts.

#### Housing

Watkins College of Art & Design offers on campus apartment style living. Each apartment contains four private bedrooms, two bathrooms, full kitchen and living area, all appliances (including a washer and dryer) and convenient access to Watkins studio space. For the 2008-09 academic year student on-campus apartment style housing is available on a space available basis. Room rates are \$3000 for each fall and spring semester and \$1200 for the summer semester. On-line information can be found at: www.watkins.edu/prospective/housing.asp Please contact the Director of Student Life for more information at 615-383-4848.

For information regarding **off campus housing** students should contact the Office of Student Life.

## **Personal Counseling and Advising Services**

Watkins College of Art & Design recognizes that sometimes personal problems can cause stress and affect performance in the school setting. Watkins has a partnership with an area counseling practice which would cover the cost of the first three visits. The counseling service through Watkins is a professional **counseling service** offered off site which is designed to help students identify problems and seek solutions. The program is a pre-paid service to students and their immediate families-providing three face-to-face sessions at no cost to the student.

The program provides assistance in most personal problems such as drug/alcohol abuse, depression, anxiety, relationship conflict, problems caused by legal/financial worries, abuse and many others. When students feel or believe that a problem exists and want the assistance of a professional counselor, they may contact the Office of Student Life OR refer themselves. Watkins College of Art & Design will not know or ask the names of students who access the program. Confidentiality is of the utmost importance and privacy is absolutely respected. Students who are currently enrolled in Watkins College of Art & Design are covered. Once the problem has been identified the counselor will recommend a helping plan to resolve the issues. Most problems can be identified and a plan for achieving resolution developed within the three pre-paid sessions. Beyond these three sessions, the counselor may make a referral to another appropriate service or to have continued visits.

Students may call the Association for Guidance, Aid, Placement and Empathy (AGAPE) at 781-3000 to speak with an intake counselor and to make arrangements for a first appointment. Visitation hours can be scheduled Monday through Friday at 4555 Trousdale Dr, Nashville, TN 37204.

For questions about the program, student may seek the advice of the Director of Student Life who will keep all matters confidential and can refer the student to the appropriate contact or can refer the student to other resources.

#### **Medical Insurance**

Watkins can provide contact information for students seeking health insurance coverage. Watkins has information from The Assurant Health Plan. Students should contact the Director of Student Life for a brochure or for additional information.

## **International Student Advising**

Questions and problems regarding immigration matters or other international student concerns should be directed to the Director of Student Life. Any other concerns should be presented to the Vice President for Academic Affairs.

#### Student I.D. Cards

Student I.D. cards are issued to all students. Students should carry I.D. cards at all times when on campus, presenting the card may be required, with another picture I.D. for admission to Watkins building and labs and when requesting and/or retrieving documents from the Office of the Registrar. Cards are issued during registration for the first semester of attendance for new students. The cards are updated with each subsequent registration with dated validation stickers. Barcoded labels are added by the library staff, and are required to check out materials from the library. Many discounts are available locally to students with valid student I.D. cards. Students who withdraw from the College should turn in I.D. cards to the Office of the Registrar.

#### **Watkins Student On-Line Forum**

An initiative of the Student Government, the Watkins Student On-Line Forum is a place where students can get information about current and upcoming Watkins events, read and post information about each academic department, and a location to submit student concerns or complaints. There are also public and personal photo galleries available where students may post their work. This forum is accessible to anyone with Internet Access, but it is designed to be a resource fully accessible only to Watkins students. Registration is required to access most of the online forum and only Watkins students may register. The forum can be found at: http://students.watkins.edu/forums/

#### **YMCA**

All students of Watkins receive a special reduced rate from all area branches of the Middle Tennessee YMCA. Students may obtain a rate for a center only membership or get a city wide membership. Students **need only to present a valid Watkins student I.D.** to receive reduced membership rates. The **Northwest YMCA** is conveniently located within five minutes of Watkins at 3700 Ashland City Hwy. Students are encouraged to utilize this neighboring facility. For on-line information go to: **www.ymcamidtn.org.** For more information contact the Director of Student Life.

## **Student Organizations**

Student Organizations provide a valuable service to the college community by promoting leadership development, community spirit, activism, public spirit, and social and cultural interaction. Students are encouraged to start their own organizations. For information on how to start an organization at Watkins contact the Student Life Office by stopping by the office or calling for more information.

## American Institute of Graphic Arts, AIGA

Graphic Design has a college chapter with AIGA (American Institute of Graphic Arts). This is the graphic design industry's national organization. Benefits include free newsletter, guest speakers, and discounts to certain events. For more information, students may contact Michael Niblett in the Graphic Design Department.

## American Society of Interior Designers, ASID

The American Society of Interior Designers (ASID) is a nonprofit professional society representing the interests of interior designers and the interior design community. Watkins has a student and students are invited to attend the professional chapter meetings throughout the year. To join, contact faculty in the Interior Design Department.

#### International Interior Design Association, IIDA

The International Interior Design Association (IIDA) is a professional networking and educational association of more than 10,000 Members in eight specialty Forums, nine Regions, and more than thirty chapters around the world committed to enhancing the quality of life through excellence in interior design and advancing interior design through knowledge. Students interested in the Watkins chapter should contact faculty in the Interior Design Department.

## **Progressive Artists League**

A student-run community service organization called the Progressive Artists League or PAL. PAL was created to provide students with volunteer opportunities, to engage students in advocacy and action and to educate students on the social issues of people locally and globally.

## www.myspace.com/watkinspal

#### **Watkins Student Government Association**

The Watkins Student Government Association is a group of students selected by their peers to represent student concerns. The forum focuses on institutional, departmental, and community needs. For more information contact the Director of Student Life or email them at studentforum@watkins.edu

#### The Tower, Student Newsletter

A group of artists, writers, designers and photographers produce this monthly publication.

This is a partial listing of organizations offered.

## **Nashville Area Attractions and Things to Do**

This is only a partial listing. For additionalInformation go to http://www.nashville.gov/flashpgs/tourism\_home.htm

#### Film

Belcourt Theater 2102 Belcourt Ave. Nashville, TN 37212, 615-383-9140

Green Hills Cinema 16 3815 Green Hills Village Dr. Nashville, TN 37215, 615-269-5772

#### Grocery

Farmer's Market 900 Eighth Ave. Nashville, TN 37208, 615-244-3030

Kroger 800 Monroe St. Nashville, TN 37208, 615-256-6506

Harris Teeter 2201 21st. Ave. S. Nashville, TN 37212, 615-269-7818

#### Art galleries

Zeitgeist 1819 21st Avenue S. Nashville, TN 37212, 615-256-4805

Ruby Green Contemporary Arts Foundations 514 5<sup>th</sup> Ave. S Nashville, TN 37206, 615-244-7179

The Arcade http://artatthearcade.com

#### Art museums

Aaron Douglas Gallery at Fisk University Fisk University, Nashville, TN 37208, 615-329-8720

Carl Van Vechten Gallery at Fisk University 1000 17th Avenue North Nashville, TN 37208, 615-329-8720

Cheekwood Botanical Garden & Museum of Art 1200 Forrest Park Drive Nashville, TN 37205, 615-356-8000

Frist Center for the Visual Arts 919 Broadway Nashville, TN 37203, 615-244-3340

The Parthenon 2600 West End Avenue Nashville, TN 37201, 615-862-8431

#### **Recreational activities**

YMCA Northwest 3700 Ashland City Hwy Nashville, TN 37218, 615-242-6559

YMCA Downtown 1000 Church St. Nashville, TN 37203, 615-254-0631

East Park Community Center 700 Woodland St. Nashville, TN 37206

Alexander Loopy Center 2301 Rosa L Parks Blvd Nashville, TN 37228

## The great outdoors

Cumberland River Greenway
Freeland Station Trailhead
Turn R. on Metrocenter, R. on Mainstream, L. Freeland Station Rd.

Centennial Park, (across from Vanderbilt)
West End Ave. and 25<sup>th</sup> Ave., 615-862-8400

Radnor Lake State Park 1160 Otter Creek Rd. Nashville, TN 37220, 615-373-3467

Shelby Park & Shelby Park Golf Course 2021 Fatherland St. Nashville, TN 37206, 615-862-8474

The Edwin and Percy Warner Parks 7311 Highway 100 Nashville, TN, 37221, 615-352-6299

#### Libraries

Main Branch 615 Church St. Nashville, TN 37219-2314, 615-862-5800

Z. Alexander Looby Branch Library2301 Metro Center Blvd.Nashville, TN 37228, 615-862-5867

#### **Bookstores**

Davis-Kidd Booksellers (Watkins provider) The Mall at Green Hills 2121 Green Hills Village Dr, Ste 281 Nashville TN 37215 Store: 615 385 2645, Cafe: 615 385 0043 http://www.daviskidd.com/

## **Performing arts**

Tennessee Performing Arts Center (TPAC)
James K. Polk Cultural Center
505 Deaderick St.
Nashville, TN

The Nashville Symphony Orchestra General Info: 615-783-1200 http://www.nashvillesymphony.org/ The Nashville Ballet 3630 Redmon St. Nashville, TN 37209-4827, 615-297-2966 www.nashvilleballet.com/

The Nashville Opera Association 3628 Trousdale Dr., Suite D Nashville, TN 37204, 615-832-5242 http://www.nashvilleopera.org/

The Tennessee Repertory Theater 505 Deaderick St. Nashville, TN 37243, 615-782-4000 www.tnrep.org

#### **Art Stores**

Plaza Art 633 Middleton Nashville, TN 37203, 615-254-3368

Jerry's Artarama 5361 Mt. View Dr. Antioch, TN 37013, 615-731-5901

## **Religious Organizations**

for listings go to www.nashvillecitysearch.com

## **Shopping**

The Mall at Green Hills 2126 Abbott Martin Rd Nashville, TN 37215-2690, 615-298-5478

Hillsboro Village 21st Ave S Nashville, TN 37212

Opry Mills 433 Opry Mills Dr Nashville, TN 37214-2440 Walmart 7044 Charlotte Pike Nashville (W), TN 37209

Target 6814 Charlotte Pike Nashville, TN 37209

## **Transportation**

Metropolitan Transit Authority 130 Nestor St. Nashville, TN 37210, 615-862-5969, www.nashvillemta.org

## **Banks**

US Bank, Plaza TN Office 150 4th Ave N Nashville, TN 37219, 615-251-0800 www.usbank.com

AM South Bank, North Nashville Branch 1200 Eighth Ave. N Nashville, TN 37208, 615-748-2326 www.amsouth.com

Fifth Third Bank 2054 Rosa L Parks Blvd Nashville, TN 37228, 615-248-0729 www.53.com

Sun Trust Bank 1201 D. B. Todd, Jr. Boulevard Nashville, TN 37208, 615-340-0250 www.suntrust.com

#### Health insurance/service

See the Office of Student Life

#### Clinics

Planned Parenthood of Middle Tennessee 412 D.B. Todd Blvd. Nashville, TN, 615-321-7216

Tennessee Urgent Care 339 White Bridge Rd. Nashville TN 37209, 356-6877

Faith Family Medical 326 21st. Ave N. Nashville TN 37203 www.faithmedical.org

CVS Minute Clinic 3801 Hillsboro Pike Nashville TN 37215 www.minuteclinic.org

#### **Crisis lines**

Police and Medical Emergencies
Dial 911

Police Nonemergencies Dial 615-862-8600

Alcoholics Anonymous (A.A.)
Middle Tennessee Central Office
176 Thompson Lane, #G-1
Nashville TN 37211.615-831-1050

National Sexual Assault Hotline 1-800-656-HOPE

RAYS

Rape & Sexual Abuse Center 25 Lindsley Ave. Nashville, TN 37210, 615-259-9055, 800-879-1999

## Legal

TN. Volunteer Lawyers for the Arts 615-312-7224 www.tnvla.org



## **Student Complaint and Grievance Procedures**

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the College or has a complaint about the performance, action, or inaction of a member of the staff or faculty affecting the student. A student who wishes to have a complaint addressed by the College should first use the following Complaint Procedure and then utilize the Grievance Procedure if the Complaint Procedure proves unsatisfactory. Students are encouraged to seek assistance with this process from the Vice President for Academic Affairs, their advisor, or another member of the faculty or staff, if appropriate.

## **Complaint Procedure**

STEP 1. A complaint should be directed as soon as possible to the person or persons whose actions or in-actions have given rise to the complaint. The complaint must be made no later than six months after the event. However, if the complaint involves a grade, the complaint must be made to the instructor within the first two weeks of the semester following the assignment of the grade. Every effort should be made to resolve the problem fairly and promptly at this level. If the case involves a faculty member who is no longer employed by the College, the student should go directly to the faculty member's department chair who will contact and represent the former faculty member.

[Exception to Step 1. If the complaint by a student involves allegations of sexual harassment or any form of unlawful discrimination, the complaint should be made directly to the Director of Student Life who will complete an in-depth investigation, issue a finding, and attempt to resolve the matter.]

STEP 2. If the student is not able to resolve the complaint satisfactorily at the Step 1 level, he or she should address the complaint to the appropriate department chair if a faculty member is involved, or to the Vice President for Academic Affairs if a staff member of the College is involved. The complaint must be submitted in writing to the appropriate person as stated above within two weeks of the initial complaint (Step 1.). The department chair or the Vice President for Academic Affairs, as appropriate, will arrange to meet with the student and the faculty or staff member to hear both sides and mediate a solution. The Department Chair or the Vice President for Academic Affairs, as appropriate, will keep a written record of the conference, including the recommended solution. This solution will be considered binding unless the student files a formal grievance according to the grievance procedures outlined below. Students uncertain about the proper channels or process are

encouraged to seek advice from the Vice President for Academic Affairs, the academic department chairs and/or their faculty advisors.

#### **Grievance Procedure**

STEP 3. A student who believes that he or she has not received fair treatment, or who has a complaint about the performance, action, or inaction of a member of the faculty or staff, and believes that he or she has not received appropriate redress through the complaint procedure (Steps 1 and 2) in the preceding section, may file a written grievance with the Vice President for Academic Affairs within two weeks of the resolution of Step 2 in the complaint procedure. The written grievance should clearly state what is considered to be unreasonable and/or unfair practices and procedures, with as much detail as the student cares to include.

After receipt of the written grievance, and upon ascertaining that the complaint procedure has been exhausted, the Vice President for Academic Affairs shall refer the grievance to the Grievance Committee. The committee, which is appointed by the Vice President for Academic Affairs, shall be composed of three faculty members and three students, representing a wide cross-section of academic departments.

Upon receiving the grievance referral from the Vice President for Academic Affairs, the Grievance Committee shall inform, in writing, both parties to the grievance that an investigation will take place. If, after this preliminary investigation, the committee decides that the grievance is not frivolous, it shall follow procedures necessary to ensure a fair hearing of the matter. The committee is responsible for scheduling a hearing with both parties for a joint discussion of the grievance within two weeks of the receipt of the grievance referral.

The purpose of the hearing is to provide the opportunity for the student to present relevant evidence, to challenge adverse evidence, and to have the complaint heard by an impartial committee. Committee members may recuse themselves if they feel their objectivity is subject to question. The grievant may request any committee member recuse himself or herself if the grievant feels a committee member will not view the grievance with sufficient objectivity.

The student filing the grievance may be assisted during the hearing by a member of the College community (faculty, staff or student) not trained in the law and is encouraged to seek such assistance. While all parties to the grievance are free to consult with and receive advice from attorneys concerning the grievance, no party shall be represented by an attorney at the hearing.

The committee may call upon any individuals that it believes may be helpful in resolving the grievance.

The grievant and the person or persons against whom the grievance was filed shall be present during the hearing until such time as the committee is ready to begin deliberations. The student may withdraw the grievance, with the consent of the other party, at any time prior to the decision of the committee.

After each case the committee shall write its report. The report should be completed within two weeks and it shall include a statement of the committee's findings, and, if necessary, recommendations for any corrective action that should be taken. If any disciplinary action is anticipated, the appropriate College disciplinary procedures shall be followed. The report, including the vote and any dissenting statements, shall be sent to the Vice President for Academic Affairs. Except as disclosures are reasonably necessary in the investigation, hearing, and final disposition of a grievance, the grievant, members of the hearing bodies, and others having knowledge of a grievance are expected to preserve the confidentiality of the grievance.

After reviewing the report and the recommendation of the committee, the Vice President for Academic Affairs shall communicate his/her decision to the committee. In any case in which the Vice President for Academic Affairs does not follow the recommendation of the committee, the Vice President for Academic Affairs shall report to the committee his or her reasons for so doing. The Vice President for Academic Affairs shall then promptly notify the student and the other affected persons, in writing, of the final decision. The Vice President for Academic Affairs' decision is final.

#### **Policy on Harassment**

Verbal or physical conduct by any employee, faculty member, or student that illegally harasses, disrupts or interferes with the performance of another or which creates an intimidating, offensive or hostile environment will not be tolerated.

Each supervisor/faculty member has a responsibility to maintain a workplace/classroom environment free of illegal harassment or discrimination.

It should be understood that harassment is "in the eye of the beholder." Any employee, faculty member or student who believes that the actions or words of a supervisor, fellow employee, faculty member or student constitutes illegal harassment, has a responsibility to report or complain as soon as possible. It should also be noted that the definition of harassment is not limited to the

# safety & security



supervisor-employee or faculty-student relationship. Peer harassment of fellow employees or students will also be reported.

No supervisor/faculty member is to threaten or insinuate, either explicitly or implicitly, that an employee's/student's refusal to submit to sexual advances will adversely affect the person's employment, grades, wages, advancement, assigned duties, or career development. In addition, no supervisor/faculty member is to favor in any way any employee/student or applicant because that person has performed or shown a willingness to perform sexual favors for the supervisor/faculty member.

Other sexually harassing conduct at Watkins is prohibited. Such conduct includes, but is not limited to:

Sexual flirtations, touching, advances or propositions;

Verbal abuse of a sexual nature;

Graphic or suggestive comments about an individual's dress or body;

Sexually degrading words to describe an individual; and

The display of sexually suggestive objects or pictures, the appropriate display of undraped figure art objects excepted.

Any student who has a complaint regarding sexual harassment should contact the Director of Student Life. All complaints of any type of harassment will be investigated promptly, in as impartial and confidential manner as possible. Formal complaints of sexual harassment will be addressed by the Director of Student Life in the following manner: Upon receipt of a written complaint, an in-depth investigation will be conducted. After evaluating the specifics of a complaint, the Director of Student Life will issue a finding and seek to resolve the matter. In cases in which a student chooses not to file a formal complaint, the College may still take appropriate action being mindful of the complainant's desire for confidentiality. In all cases, the person making a complaint is to be informed in writing about the findings and conclusions reached regarding the complaint.

Any employee who is found, after appropriate investigation, to have engaged in illegal harassment will be subject to appropriate disciplinary action, up to and including termination. For students, appropriate disciplinary action can include suspension or expulsion. Sexual harassment may also constitute a violation of state or federal law.

## Watkins College of Art & Design

A safe and secure learning environment

Watkins College, which has no record of any violent crime in its long history, is located in a low crime area. Metro Police officials report that the Metro Center area is free of violent and drug-related crime and has low reports of property crime. Nevertheless, no part of the city is completely free of crime and every effort must be made to protect people and property at the College.

#### **Safety and Security Features:**

- The Metro Center complex has its own mobile security force that patrols the area.
- In addition, the campus is patrolled by the Metro Police and College officials who have a positive and personal working relationship with the patrolling Metro officers.
- Watkins College has an internal and external electronic security system and surveillance system. When the system indicates a potential problem, a security company is automatically called and the company calls the Metro police.
- The Night Manager on staff in the main building can assist students to their cars and provides other security services as needed.
- Watkins College also employs during late night hours its own security officers who patrol the parking lot, the main academic building and the residence hall and also assists people to their cars.
- Security is further enhanced with parking lot lights and floodlights from the top of the building.

To further enhance security, Watkins College officials have adopted the procedures listed below:

- Students, faculty, staff, and visitors must enter and leave the main academic building at the front doors where the reception desk is staffed by persons who monitor all those who come and go. At no time should anyone use the emergency exit doors unless there is an emergency as these doors are alarmed. Other non-emergency doors besides the front doors may be used only in special, approved circumstances and only by designated College staff. For questions about disarming other doors, please see the front desk staff.
- No one should be in the main academic building after officially posted business hours unless he or she has special permission from the President or his or her official designee.



- Everyone must have an official Watkins College parking sticker, which must be displayed appropriately on his or her automobile.
- In the evenings, everyone should avoid walking alone to a parked car.
- Everyone should walk with a companion or request a security officer escort. Students living on campus are also advised to do the same.
- Cars should be parked directly near building and should be locked at all times. Absolutely nothing of value should be left in plain view inside a car.
- Any suspicious activity or any person who does not appear to have reasons to be at the College should be reported immediately to the security officer, front desk receptionist, or other appropriate College official.
- Every apparent crime should be reported immediately to the security officer, front desk receptionist, or other appropriate College official.
- It is advisable that blinds on the windows in the main academic building be closed in the evenings and should remain closed until the following morning. Students living in on campus are also strongly encouraged to do the same.
- Due to liability issues individuals should not be utilizing the lake property via any means of watercraft or swimming.

